

**Lawndale Library
County of Los Angeles Public Library**

Building Program

January 2004

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Section I Introduction

A. Project Overview

The Lawndale Library occupies 3,203 square feet in a facility located at 14615 Burin Avenue, adjacent to the Lawndale Civic Center. The library is a service outlet of the County of Los Angeles Public Library. The building in which the library is housed was constructed in 1955. It houses the library and a recently closed County of Los Angeles Health Services clinic. A community needs assessment conducted in the Summer of 2002 determined that the existing library is extremely undersized for its current service population and will become increasingly deficient over the next twenty years. A larger, more up-to-date and flexible library facility is needed to serve the Lawndale community. A total of 31,711 residents lived in Lawndale in 2000. By 2020, the population is expected to grow to 35,000. Children and youth through the age of 18 make up over one-third of the population. Many families earn only a modest income and over half of the population is Hispanic. English learners form a significant proportion of the population, both adult and juvenile. The needs assessment revealed the need for larger, more varied collections in both English and Spanish, as well as greater seating capacity, more computers for the public and dedicated programming space. A new library facility of 17,360 square feet is recommended for Lawndale. The proposed library would provide the following:

- Shelving to house up to 86,250 books and audiovisual items
- 123 seats – 95 reader, 16 group study and 12 Homework Center seats
- 38 public access computers, 10 in a technology training center
- A Community Meeting Room that can accommodate up to 75 people
- Children's storytelling space for up to 25 children and their parents
- 53 to 62 parking spaces (3 to 3.5 spaces per 1,000 square feet of building)
- Dedicated space for teens
- A Homework Center with dedicated space and equipment in which students can work on their homework
- A Career Center with resources to prepare the community's young adults for success in higher education and the workplace

B. Project Time Schedule

August 2002 – December 2003	Programming and Preliminary Design
January 2004	Submit Grant Application for Bond Funds
August 2004	Grant Award Notification
January 2005	Site Acquired
January 2005	Schematic Design Complete
May 2005	Design Development Complete
March 2006	Construction Documents Complete
July 2006	Start of Construction
July 2007	Construction Complete
November 2007	Opening Day

C. Building Program Role in Architectural Design Process

The program is intended to serve as the architectural design team's guide to the facility's functional, operational and environmental requirements as well as its spatial relationships and contents. It describes each space within the building and calls out special needs. Overall building needs and characteristics are also outlined and lists of furniture, shelving and equipment are included. Library staff will use the program to communicate the facility's requirements to the architects, engineers and other consultants involved in the library's design. Over the course of the design phase, the Library will amend and update the original program as needed to reflect any shifts in content or policy that emerge.

D. Building Team Members and Their Roles

1. Client/Owner: County of Los Angeles

The County of Los Angeles is working cooperatively with the City of Lawndale to improve library service in the Lawndale community. When constructed, the County of Los Angeles will own and maintain the new facility. City of Lawndale and County representatives will participate on the project committee, to represent their interests and to direct the design team, secure site acquisition and complete the application for Library Bond Program funds. County Department of Public Works and County Library staff must approve each phase of the design prior to initiation of each subsequent phase.

2. Architect

The project architect will design the new library to meet the program on the site selected by the County and the City. Architectural plans, elevations, sections, renderings, specifications and other elements required for the construction of the building will be prepared. Cost estimates for the project, both hard and soft costs, will be developed at each stage of design.

3. Library Building Consultant

The library building consultant will work with the County and the City to identify the service population needs for library services and prepare a building program to meet those needs. Once the program has been completed, the consultant advises the architect on the intent of the program, participates in design discussions and reviews the architectural plans for compliance with the program.

4. Engineering Consultants

Civil, electrical and mechanical engineering firms will be hired by the architect to provide technical assistance in the design of the library. These consultants may serve on the building team in a secondary capacity. Specialty consultants in information technology, lighting, acoustics and other key disciplines will also be involved in the design of the facility.

5. Interior Designer

The architect will also engage the services of an interior design consultant to assist in the design, selection and layout of the building's furnishings and equipment and the selection of the building's interior finishes.

Section II General Design Considerations

A. Basic Concepts

The new Lawndale Library must be welcoming and accessible to the entire community, a place that all residents are comfortable visiting and that people of all ages enjoy. The building needs to be designed to support simultaneous use by different user groups with different expectations and different levels of activity. It should offer a quiet sanctuary for individual reading and reflection and serve as an attractive destination point for children, families and teens.

The design of the library needs to reflect Lawndale's cultural values. It should be in keeping with its context, the Lawndale Civic Center. It must be both functional and architecturally sound, attracting community members of all ages and cultures, a place that people are drawn to, to linger and to browse. The design must reflect the principles of sustainable architecture – durable and energy efficient while imposing minimal impact on its surroundings and responsive to its site and its community.

The library will make extensive use of electronic technologies to provide service. The design needs to incorporate computer workstations and other electronic devices comfortably throughout all spaces, both public areas and staff work spaces. Spaces throughout the building should be designed and materials selected to be “wireless friendly,” to support future use of wireless and handheld devices linked to the Library's network.

A flexible and modular design is a key element for both public and staff spaces. The library building must be designed to accommodate the collections, furniture and equipment in current demand as well as the collections and equipment of the future. Its space and layout must support the increasing amount of use anticipated over the next 40 years and beyond.

B. Exterior and Site Issues

1. Approach and public entrance to the building. The building's exterior must be clearly recognizable as a library. The public entrance and lobby must be easily accessible from the parking lot and designed to prevent drafts or exterior noise from intruding into the interior spaces of the building. The interior of the library should be visible to those passing by and act as a magnet to draw visitors into the building. Walk-off mats should be installed in the lobby to facilitate the removal of dirt and debris from visitors' feet prior to their entrance into the main public space of the building.

2. Delivery and staff entrance. The delivery vestibule needs to be adjacent to the staff work areas, well lighted, adjacent to the trash collection area and directly accessible from parking allocated for the use of library staff.

3. Exterior signage. A highly-visible, large-scale exterior sign with the name of the library needs to be located prominently outside the building, in keeping with the building's design and clearly visible to passersby both day and night. The text of the sign must be in accordance with the County Library's signage protocols. It is also recommended that the Library's web address/URL be prominently displayed on the

exterior of the building, to be visible from the street, using a display method that allows the URL to be updated when the Library's website address changes. In addition, an exterior sign affixed to the entrance doors is required indicating the library's hours and whether or not the library is open or closed.

4. Exterior water and power access. Provide weather- and tamper-proof water and electrical power outlets on all major exterior sides of the building, including several outlets adjacent to the building's public and staff entrances, to facilitate maintenance and to support outdoor events sponsored by the library and the community. Provide recessed, locking hose bibs for the exterior of the building.

5. Landscaping and outdoor reading areas. Provide low-maintenance, drought-tolerant native species for the exterior landscaped plantings, sloped away from the building. Avoid massed plantings or severe gradients that block windows or sight lines or that may become hiding areas. Integrate landscaping with the parking lot, walkways and traffic lanes. An underground sprinkler system with a computer-controlled timer and rain sensor is required.

Link the building's interior spaces to the site and to adjacent trees and landscaping through windows at grade and/or at the clerestory level. An outdoor reading area or patio is desirable, as long as it is located outside the library's security point. This space may be considered as a possible location for library and civic programming. Visitors may be allowed to eat and drink in the plaza space.

6. Lighting. In the parking area, provide 0.2 foot-candles minimum, measured horizontally at pavement level, and no more than a 20-to-1 maximum-to-minimum ratio. In pedestrian areas, light any steps, ramps, paths or doorways to ensure safety. Light sources should be high-density discharge, metal halide lamps, designed with vandal shields and controlled by photocells interfaced with the building's lighting control system and equipped with an override switch. Exterior lighting needs to comply with any pertinent local ordinances but not specified to be excessively bright, disturbing neighbors and contributing to night sky pollution.

7. Maintenance. Exterior building finishes must be durable, and not require frequent painting or staining. Finishes such as high quality masonry, pre-cast concrete or similar products are preferable to wood or stucco. Vandal-resistant finishes are essential. Application of a non-sacrificial graffiti retardant coating to all appropriate exterior surfaces from grade to a height of at least twelve feet is required as is the incorporation of features that deter skateboarding and rollerblading.

8. Materials return drops. The library needs two large-scale freestanding materials return bins (Kingsley or equivalent) located outside the public entrance for use by patrons who are returning books and audiovisual materials.

A drive-through return bin in the parking lot that allows drop-off of materials on the driver's side of the vehicle is needed. Another set of return slots is needed within the building at the Customer Service Desk.

9. Delivery vestibule. Provide a secure delivery vestibule, accessible from both the interior staff work area and the exterior of the delivery entrance, with the capacity to house at least two days' materials shipments. This vestibule will allow after-hours pickup

and delivery of interlibrary loan materials and other shipments while preventing access to the remainder of the library.

10. Parking and vehicular access.

Bicycle and scooter parking. Provide bicycle parking for up to ten bicycles outside the public entrance. Ensure that the racks are visible from the lobby and are designed to meet current security standards for bicycles.

Self-locking lockers appropriate for skateboards and “razor” scooters are also needed adjacent to the entrance for visitors who use these methods to travel to the Library. A total of ten lockers is needed, equipped with keys that users may carry while they are in the library.

Automobile parking. Provide approximately 53 to 62 parking spaces (3:1,000 to 3.5 parking spaces per 1,000 gross square feet of building). There must be an adequate number of properly located and marked disabled access parking spaces, as required by code, and curb cuts and ramps must meet ADA requirements. Parking designated for library staff needs to be located adjacent to the delivery vestibule. Consider providing an electric car recharging station within the parking lot area for use by library visitors.

Design the parking lot with as little impact on the site as possible. Provide shading to the paved areas and consider use of pervious material instead of paving in some areas, to lessen the impact of the parking lot on the environment.

Service vehicles. Provide two parking spaces adjacent to the delivery vestibule for County Library vehicles and other service vehicles.

Parking traffic patterns. Design the parking lot with clear entrance and exit patterns to avoid vehicular traffic congestion. Include several short-term parking spaces adjacent to the exterior materials return drops for patrons who are returning materials but do not plan to visit the library.

Passenger pick-up and drop-off. Provide a convenient, safe and sheltered area close to the place that visitors may be picked up or dropped off. This area needs to be away from the main vehicular traffic lanes of the parking lot and a covered walkway to the public entrance is desirable.

11. Roof. The roofing system must be designed to last a minimum of twenty years, with a roof pitched to facilitate rain runoff. Consider design strategies and building materials that reduce roof temperatures, including a reflective roof cap to enhance energy conservation.

Avoid mounting building systems equipment on the roof, if possible. If this is necessary, the equipment needs to be screened from view and access must avoid accidental damage to the roof membrane or any other building element located on the roof. Roof drainage must be diverted away from the building, walkways, parking lot and any outdoor plazas.

12. Safety and security. Ensure that public access areas, the delivery vestibule and walkways outside the building are well lighted, level with the parking area, open to view, with a slip-resistant surface and oriented so that pedestrians may enter and exit the

building without crossing vehicular traffic lanes. Visitors should be able to enter the building without climbing steps.

Avoid setbacks or exterior alcoves along the perimeter of the building that might become lurking areas. Slopes, if necessary, should be gradual. All exterior surfaces and areas should be designed to discourage skateboarding or rollerblading.

13. Trash receptacles and recycling. Locate space at the building exterior adjacent to, or easily accessible from, the delivery vestibule for enclosed large-scale trash receptacles and recycling containers. Ensure that trash receptacles are screened from view, can be secured and do not offer access to the roof. These fixtures must also be easily accessible to garbage pickup trucks, with a level or ramped path of travel from the delivery vestibule.

C. Interior Issues

1. Acoustics. The maintenance of appropriate sound levels and acoustical separation between the various parts of the library is essential. Use all available architectural and design techniques to achieve these goals so that adults, teens and children may use the facility simultaneously without disturbing each other. It is recommended that an acoustical consultant be retained by the architect to assist in appropriate design decisions and finishes selection. Noise levels within the building must be in compliance with levels recommended for the “work/study” building category in the *Encyclopedia of Acoustics* (see *Appendix G: Planning Authorities Used and Sources Cited*). Consider the acoustical impact when specifying and locating new mechanical systems, lighting and plumbing fixtures for the building. Mechanical rooms and ductwork should be well insulated and acoustically baffled, if necessary.

2. Artwork and display. If public art is incorporated into the building, the design team should engage the community and County Library staff in a collaborative effort during the design phase of the project to identify and initiate art projects that can be incorporated into the building’s design. Avoid works of art that require floor space that could otherwise be used for library operations, that impinge on clear paths of travel or that require a significant maintenance effort or seismic bracing. Locate art to avoid the possibility of vandalism or include vandalism protection as part of the art itself.

Just as important as public art, gallery space for rotating exhibits of art by community members is desirable as are display cabinets/cases to accommodate library and educational and cultural exhibits by community members and groups.

A donor recognition wall is also required, in the lobby or an adjacent, high visibility area.

3. Audiovisual systems. Each room used for meetings or training should have the ability to provide Internet access, computer screen image projection, slide projection, wall-mounted video monitor display, and cable TV reception. In addition, video conferencing and video projection from a ceiling mounted projector are needed in the Meeting Room.

4. Building finishes. Use durable building finishes that will stand up to years of heavy use and that contribute to an environmentally sound building. Consider giving preference to building materials that have a favorable Life Cycle Assessment (LCA) rating, including materials made of post-consumer or post-industrial recycled materials,

renewable materials, materials made of certified wood or other materials that are considered sustainable.

Avoid surface treatments that require waxing, polishing, frequent repainting or refinishing or have special cleaning requirements. Select finishes that are washable and vandal-resistant. Install corner guards at all appropriate locations in both public and staff work areas and chair rails on walls adjacent to areas where book trucks may congregate.

5. Clocks. Locate wall-mounted clocks in each major public area and in the staff work areas. A low maintenance, centrally controlled, electronic analog clock system is highly desirable. Clocks should be visible from each service desk.

6. Disabled access and ADA compliance. The building must meet or exceed the guidelines set forth in the Americans with Disabilities Act (ADA). The design should consider these guidelines broadly, with the understanding that many people with temporary disabilities or with physical limitations that do not consider themselves disabled will use the library.

7. Drinking fountains. Public drinking fountains need to be ADA compliant, located outside security in the lobby adjacent to the public restrooms and adjacent to the family restroom in the Children's Services Area. Wall and floor finishes adjacent to drinking fountains should be water resistant and non-slip.

8. Electrical power, cabling and distribution. Equip the building with a flexible, universal electrical and telecommunications distribution infrastructure that will support the library's current and future wiring and cabling needs. As a basic rule of thumb, size the wiring and cabling capacity to accommodate twice the number of computer workstations and peripheral devices that are planned for installation on opening day. Locate distribution point(s) so that horizontal cable runs do not exceed a maximum of 300 feet.

Over time, the library must be able to reconfigure the placement of electronic equipment throughout the public space of the building to meet changing service needs. Communications outlets/faceplates must accommodate both voice and data applications. In addition, members of the public need to be able to plug in a laptop computer or an equivalent electronic device at as many locations within the building as possible. Therefore, consider cellular deck or raised flooring (Walker Duct™, Flexspace Cablefloor™ or equivalent products) in selected areas of the building, particularly in areas that need the flexibility to add or relocate equipment and furniture that require wiring and cabling.

Electrical closets, conduits and raceways must be sized to house electrical and cabling needs for all building systems, including electrical power, fiber optic and coaxial cable, telecommunications, security and emergency wiring and any other systems required. Electrical power for the library's computers and other electronic equipment must be "clean" to ensure a reliable level of power distribution. The building must comply with the requirements of the County Library's *Low Voltage Specification* regarding cables for all voice, data, video and security, all of which are distributed from the building's Main Communications Room. The use of intermediate communications closets is to be avoided.

To take advantage of continued improvements in network technology and to avoid any incompatibilities between the building's cabling system and the computer equipment to be installed, final cabling specifications should be timed to coincide with final equipment selection, within 12 to 18 months prior to opening day. This will help avoid obsolescence problems that might result from specifications completed too early in the project.

CATV/Satellite. The building needs to be equipped with a CATV or satellite television distribution system with drops provided in the meeting room, conference room, group study room, children's story time area and staff lounge.

Wire management. Employ concealed wire management strategies at each workstation for the public and the staff and at each service desk. Allow easy access above or at the work surface to power and to library and external networks. Both the library's permanent computers and patrons' laptops must be supported. There must be no exposed wiring on the floor or hanging from furniture. The data and power interface between the building and furniture must be easy to use, difficult to damage and tucked away from traffic. Conduit must be sized for at least Enhanced Category 5-E (100Mbps) universal twisted pair copper. Outlets need to be color coded for voice, data and other systems.

Provide electrical and data wiring and cabling in the Meeting Room and the technology training space to support online interactive demonstrations and instruction, distance learning capability, video projection and sound reinforcement, including the use of assistive listening devices.

Wireless communications. Public expectations for wireless access are increasing. Library services continue to move toward incorporating wireless technology. Staff and public spaces must accommodate such devices without "dead spaces." Ceiling/plenum areas must support both power and data cabling to connect wireless base stations in the future. Additionally, electrical circuits in staff areas must be adequate to support multiple equipment recharge stations.

Data network. The library's data network requirements are extensive and will require standardized jacks and cabling support systems. The wiring must be color-coded, tamper-resistant, numbered and easily accessible by the staff, but not accessible to the public.

Network security and access control are critical. Network access from the Meeting Room and other areas available for after-hours use must be isolated from the library's internal data network.

Telephones. Telephone access is required at each staff workstation. The telephone system will be specified in collaboration with the Library during the design phase of the project.

Public telephones. Locate telephones for the public outside the building, adjacent to the main entrance.

9. Energy conservation and sustainability. The design team needs to work with the Library to plan a building that will create a physically comfortable working environment for the public and staff alike and meet or exceed the provisions of Title 24, California's Energy Conservation Code. The energy use strategies employed in the building design

should not only minimize the building's dependence on energy but also strive to improve the sources of the energy that the building consumes.

Life-cycle costs. Building design strategies for the building's orientation, energy management system, air distribution system, windows, lighting, and building materials should be considered on the basis of their contribution toward lowering overall life-cycle costs of the building without reducing the functionality of the building as a library. Programmable thermostats should be included in the building's HVAC specification.

Solar design. The use of passive solar energy design in the building is encouraged, to the extent that is economically feasible, to introduce ambient natural light into selected areas of the building while winter heating loss and summer heating gain are minimized.

Occupancy sensors. Consider timed occupancy sensors in sporadically used spaces, such as private offices, conference rooms and restrooms, both public and staff.

Photo sensors. Consider use of photo sensors to control lights in reading areas adjacent to sources of natural light.

10. Flexibility, modularity and expandability of design. The building design should be an open plan and modular with interior load bearing columns and a minimum of interior walls to maximize flexibility and openness. Over time, it must be possible to relocate the book stacks within the building as the public's service needs evolve. Floor loading capacity, therefore, must be sufficient to support shelving for the collections at 150 pounds per square foot throughout the public spaces.

Flexibility should be a prime consideration in the design of every aspect of the building, including lighting, heating and ventilating systems, electrical power distribution and cabling.

A rectangular configuration of space is highly desirable to allow for maximum efficiency and functionality in the placement of shelving and furniture. Avoid circular or eccentrically shaped spaces if they will house shelving for the library's collections.

11. Floor coverings. Floor coverings should be both attractive and durable, specified in accordance with the County Library's carpet specification. Rolled carpet with a low narrow loop for low maintenance and with a life expectancy of a minimum of twenty years is the preferred floor covering for most public and staff spaces. Discuss the choice of floor coverings with County Library facilities staff prior to specifying any products.

Hard surface floor coverings, such as vinyl, composition tile, ceramic tile or stone, as affordable, rather than carpet, should be considered for the following areas. Non-skid finishes are required on hard surface flooring, especially in areas such as the lobby.

- Public entrance/lobby
- Meeting room (partial – see space description 1.2)
- Restrooms
- Service desks and high circulation areas throughout the building
- Copier Area
- Supplies and equipment storage

- Delivery vestibule
- Building maintenance area
- Custodial storage
- Kitchens in Meeting Room and staff room

12. Electronic workstations for the public. Electronic, computer-based resources are a basic and integral part of library service. The County Library's collections are accessible through an online catalog. An expanding number of indexes and reference tools is available to the Library's users over the Internet. Internet access is available to both public and staff through computer workstations.

This aspect of library service is evolving rapidly. Services and technologies considered at the cutting edge one year are eclipsed regularly by newer, more powerful services and technologies. The library must have an electrical and data cabling distribution infrastructure that supports the placement of electronic workstations of many types throughout the building's spaces as technologies evolve.

In the public spaces of the building, individual workstations are required that can support whatever electronic devices are needed. These may be computer workstations that offer word processing software, PCs that offer access to specialized software via CD-ROM, or a self checkout workstation. In addition, many of these units will have attached peripheral equipment, such as printers.

Because planning for this technology involves so many unknowns, the program includes space for generic workstations that can accommodate any of these equipment types, in the following categories:

- Stand-up units, with either no printer or with a compact printer, and a CPU that is mounted under the work surface. These workstations are intended for quick, specific searches of the Library's catalog rather than for extended browsing or research. Each unit is programmed at 16 square feet.
- Sit-down units, for more extended use of the Library's online catalog and other electronic resources, Internet searching or similar uses, at a computer workstation with a CPU mounted under the work surface. Compact printers will be located at each workstation. Each unit is programmed at 36 square feet.

All equipment must meet or exceed ADA guidelines and include sufficient clear horizontal work surface space for the user to take notes, operate a mouse or other cursor control device and otherwise effectively operate the equipment at the workstation. The orientation of each unit must consider avoidance of screen glare, and must maintain a balance between visual surveillance from service desks to deter vandalism of the computers and a measure of privacy for the user.

13. Lighting and fenestration. The library's lighting quality is a prime design consideration. Lighting in the building must be uniform throughout each space, without glare or contrast. Indirect lighting in all spaces is preferred. Energy conservation requirements must be achieved while lighting levels and light quality are retained.

Lighting levels. Lighting levels should meet recommendations in the *2000 Illuminating Engineering Society Handbook*. These recommendations are expressed as maintained levels; calculations should include appropriate light loss factors.

- Reading and public access computer areas: 30 – 40 foot-candles average, measured horizontally at desktop, augmented by task lighting where appropriate, for a combination of ambient and task lighting of 50 foot-candles.
- Book stacks: 6 foot-candles minimum at a height of 12" and 35 foot-candles maximum, measured vertically at any height to achieve an approximate 6-to-1 maximum-to-minimum ratio across the book stack face. Lighting over stacks may be parallel or perpendicular to the stacks as long as these lighting levels are achieved.
- Service desks: 40 - 50 foot-candles average, measured horizontally at counter top, carefully coordinated with computer terminal screens and orientations to avoid glare.
- Conference/study rooms: 30 – 40 foot-candles average, measured horizontally at desktop.
- Staff work area: 50 foot-candles average, on desks and work tables, measured horizontally at desktop.
- Meeting rooms: 30 – 40 foot-candles average, with all lights on and with separately controlled lighting on in the front of the room. The lighting should be dimmable or switchable to produce approximately 2 foot-candles for note-taking during audiovisual presentations. The note-taking lights should not spill on to the projection screen.
- Main Communications Room: 90 – 100 foot-candles at 36" above finished floor. Bottom of light fixtures in this space must be 9 feet above the finished floor.

Lighting fixtures. Lighting fixtures should be full spectrum and need to effectively control glare through shielded parabolic louvers in down-lights, up-lighting and other techniques. Indirect lighting throughout the building is preferred.

Light sources. Light sources should be fluorescent for general use. Long fluorescent lamps should be T8 lamps in warm, medium or cool color, with a color-rendering index of 82, with T5 lamps specified whenever appropriate due to their increased energy efficiency. High-output T5 lamps should be considered for indirect lighting but not for down-lighting. Compact fluorescent lamps should have warm, medium or cool color similar to long fluorescent lamps. Use electronic ballasts whenever possible.

Consider incandescent lamps only for use in spaces where no other type of light source can meet the space's needs, due to small fixture size, easy dimming, precise beam control or for historical accuracy. For general use, avoid this type of light source due to life-cycle costs.

Minimize the number of different lamp types used in order to simplify maintenance and economize on lamp stocking. Use standard lamp types. Avoid placing light fixtures in locations that are difficult to access or in locations that require special scaffolding for access

Task lighting is desirable in the public areas, and should be durably constructed, affixed to the furniture, does not obstruct staff ability to monitor the space and is designed to spread the light evenly across the surface it illuminates.

Daylighting and fenestration. Make use of daylighting design principles whenever feasible to reduce energy costs and to enhance building sustainability, but not at the expense of the preservation of library materials. Ensure that direct sunlight does not come into contact with library materials, display areas, computer screens, or seating areas. Consider ultraviolet filter treatments on windows into areas that house library materials. Locate book stacks so that direct sunlight does not fall on the shelves.

The introduction of ambient natural light is a serious consideration in ensuring that the building's interiors offer an aesthetically pleasing environment. This light, however, should not be intrusive. Strategies such as clerestory windows or interior light wells will be highly preferable to skylights.

Design the building envelope and locate glazing and windows with sustainability in mind. Avoid massed south-, east- and west-facing windows to minimize solar heating gain. Consider exterior shading devices to block direct solar rays and diffuse daylight.

Lighting controls. All lights in the library, including task lighting, should be controlled by a programmable timer system that is flexible and can be manually overridden. Include a master control station at a location to be determined. Locate controls for the public areas at the Customer Service Desk. Include an intelligent lighting control system in the Meeting Room. The light control switches and panels should be conveniently accessible to staff, but not accessible to the public. Carrel lights, table lamps and other task lights should be fed from circuits controlled by the lighting control system.

Circuit breakers and light switch panels should have permanent labels identifying the light circuit for each switch or breaker. Light switches in public areas should be kept at a minimum. Light switches at ADA height should be equipped with control features to avoid tampering. All light controls should be conveniently located and many will need to be controlled by a rheostat so that the lights are dimmable. Use motion-activated lights in limited-use spaces such as conference rooms.

Emergency and exit lighting. An emergency lighting system must be incorporated into the lighting plan. Emergency lighting is especially important in those libraries that make extensive use of high intensity discharge (HID) lights.

Emergency and exit lighting must meet all applicable state and local codes. Emergency lighting powered by rechargeable batteries must be installed in both public and staff areas. The exit and emergency warning system should include lights for the deaf. Emergency lighting should last at least one hour and direct staff and patrons to the exit(s). There must be a means of testing the emergency lighting without triggering security or fire alarms.

Lighting plan review. During design development, the County Library will require a lighting plan review once the furnishings and equipment layouts are completed. This plan should show all ceiling and wall-mounted fixtures as well as any task light fixtures that will be used. Each type of fixture should be identified on the plan and a catalog cut sheet showing a picture and the specifications for each fixture should be provided for review by the library planning team.

14. Maintenance. Design the building to require low maintenance, both inside and outside. This is a prime consideration for the selection of building materials, finishes, mechanical systems, furnishings, and equipment.

All spaces in the library must be easily cleaned and as impervious as possible to abuse. Avoid finishes that require frequent painting, polishing, waxing or the necessity to treat any surface. Design the building so that exterior windows can be cleaned and interior lights can be changed using hand equipment without scaffolding. All materials and products should be specified as standard sizes and colors for economical replacement. The same materials and products should be used throughout the building, to the extent possible.

Plan for trash receptacles in all public and staff spaces.

Surplus materials stock. The Library requires extra stock of all materials used in the building, such as acoustical ceiling tiles, lamps and lighting fixtures, carpet, vinyl and ceramic tile. The construction documents need to specify the amount of extra stock for each item.

15. Mechanical and plumbing systems and building environmental controls. The HVAC system should utilize electronic controls and allow remote monitoring and control. Consult with the County's Internal Services Department for a list of acceptable control systems.

Air distribution system and humidity and temperature criteria. The building needs an air distribution system that ensures good natural air circulation. Ventilation units need to be zoned according to use, room orientation, and hours of operation. Exhaust fans need to be provided for restrooms and kitchen areas. Electrical and telecommunications rooms need to be provided with air-conditioning and with backup mechanical ventilation units, as needed. An energy efficient boiler is needed for all heating requirements.

Provide access for mechanical maintenance and repairs at the building's exterior. Mechanical areas for air handling units should be open and provide sufficient free space for proper air flow and maintenance. The area must be carefully located and treated to mitigate acoustical impacts on the surrounding environment.

Avoid locating mechanical equipment, ductwork, waterlines or connections over shelving areas or above the Main Communications Room.

Design Conditions:

Exterior	Interior
Summer (ASHRAE* 0.1% design day)	75 degrees F +/-2 degrees F
Winter (ASHRAE 0.2% design day)	70 degrees F +/-2 degrees F
Relative Humidity	50% +/-10% RH

*American Society of Heating, Refrigerating and Air-Conditioning Engineers

Indoor air quality and energy conservation issues. Design the mechanical system in accordance with current industry indoor air quality standards and energy conservation guidelines. An analysis of energy life-cycle costs is strongly recommended. Ensure that spaces with equipment that emits significant airborne particles, such as photocopy machines, or generates odors, such as kitchen equipment, are vented separately or directly to the outside.

Locate and orient windows and doors on the building perimeter, and specify window treatments, to minimize heating gain or loss within the building. Consider natural and active ventilation strategies in the design of spaces, including under-floor air or displacement ventilation.

Building commissioning. A rigorous building commissioning process is required at the end of construction to ensure that the building and its systems function as intended by design.

Maintenance issues. Specify mechanical systems equipment for the building with replacement parts available from a local supplier.

Rotating and reciprocating equipment should be isolated by means of noise and vibration isolation systems to prevent transmission of noise and vibration. Penetrations of acoustically-rated partitions shall be sealed with acoustically-rated sealant. Areas considered sensitive to noise need to be provided with acoustically-treated ducts. Each plumbing fixture should be equipped with a separate shut-off valve and in a location conveniently accessible to library and building maintenance staff.

Plumbing and restrooms. Restrooms must be easy for the public to find, designed for durability and resistant to vandalism. Single occupancy restrooms for the public should be avoided, with the exception of the family restroom for parents with small children in the Children's Services area.

Energy efficient fixtures, such as sensor faucets, should be specified and alternative strategies, such as gray water plumbing systems, should be considered. Fixtures should be wall-mounted and cubicle partitions should be ceiling-mounted. Floor and wall coverings should be a hard surface from floor to ceiling, such as ceramic tile, with the floor coved at the point it meets each wall. Each restroom must have a sloping floor drain and one hose bib.

Restrooms must be ADA compliant and equipped with entry doors that enable people in wheelchairs to easily enter and exit. Materials and finishes throughout each restroom are a prime consideration.

Restrooms must be separately vented and acoustically separated from adjacent spaces.

Restroom fixtures.

- Durable fixtures and phenolic resin partitions are required (e.g., Comtec™).
- Each public restroom requires and paper towel dispensers, which should be mounted adjacent to or over the counter to avoid dripping on the floor.
- Waste receptacles must be recessed and/or wall-mounted.
- Hand soap dispensers must be tamper-proof and mounted directly over sinks to catch soap leaks and avoid water drips on the floor.
- Soap dispensers should be counter-mounted, not imbedded within the sink itself.
- Bobrick accessories are required.
- Each public restroom requires a baby changing counter as well as a purse/parcel shelf and coat hook in each stall.
- Timed automatic shut-off of water flow.
- Low-flush toilets.
- Mirrors need to be vandal-resistant and scratch proof.
- Sanitary napkin disposal receptacle in each stall in women's restrooms.

16. Openness and sight lines. The building must be able to operate efficiently. Staffed service points will be kept to a minimum and staff stationed at these locations must be able to monitor the maximum amount of public space from the service desks. Enclosed areas out of public/staff view must be avoided. Non-public areas must be secure, so that the public cannot enter these areas undetected.

17. Public address system. There should be a public address system in the library so that the staff can make announcements to the public. The PA system will be used to announce the closing of the library as well as emergencies and should be a part of the building's telephone system. The PA system must be able to be heard in every part of the library including restrooms, storage rooms, loading docks, custodial work spaces and staff offices. The main PA system will require three zones, for the public area, staff area and all-call. A separate PA system will be required for the Meeting Room. All systems will follow the guidelines provided in the County Library's *Low Voltage Specification*. The main system must have selective broadcast capability to allow messages to be blocked from certain spaces, as needed.

18. Safety and security. The building must be designed to ensure the safety and security of both public and staff. Public spaces must be well lighted with a minimum of areas outside direct visual control by staff at service desks or away from regular paths of travel. Service points must be oriented to allow staff at each service point to see staff at the other service points. Public service spaces in separate rooms, such as the group study room and the conference room, need large, unobstructed windows facing the public space to enable effective monitoring of activity within them by both library staff and the public.

Building safety. The building must have only one public entrance and exit point. Doors into staff spaces and controlled access public spaces must lock. The building design must protect against unauthorized access to the roof, upper windows or exterior ledges. Potential entry points, such as windows, doors and vents, must be protected to prevent illegal entry.

A building intrusion security alarm system is required, with control points at the delivery vestibule and at the Customer Service Desk. The intrusion system needs to monitor all

exterior windows and doors and the interior spaces. The County Library has specified Radionics™ intrusion alarms for its facilities. The system must comply with the County Library's *Low Voltage Specification* and will report to the County's Central Alarm Station. Emergency exit doors from the public areas of the building must be equipped with Von Dupin or Detex exit alarms.

Public restroom doors must be equipped with a door release system that is controlled from the closest public service desk. If a direct line of sight cannot be established between the restrooms and the service desk, a closed circuit camera and monitor system should be provided to allow staff to monitor activity at the restroom doors.

During the design phase, the designers must collaborate with County Library staff to appropriately specify this system, including consideration of motion detectors at key locations.

The security system must accommodate separate use of the Meeting Room during hours that the library is closed.

Public and staff safety. The library should be planned with the safety of the public and staff in mind and designed to meet all state and local fire safety codes. Safety glass should be utilized where necessary and appropriate. Heavily used walking surfaces both outside and inside the library should be made of non-skid materials that are durable and attractive. The design of the library's furniture and casework should avoid sharp corners, especially in the Children's Services Area.

Library materials security system. The building will be equipped with a 3M™ or equivalent type library materials security system that is compatible with self checkout equipment and does not require staff to bypass the security sensor in each item as it is checked out. Preference should be given to Radio-Frequency ID systems, and the security area should be wired and cabled accordingly, to accommodate such a system. Customers will be able to carry the deactivated material they have checked out through the security system portal. If the material carried out has not been deactivated, an audible alarm will sound.

The security portals need to be located close to the Customer Service Desk, oriented so that the public can exit only through the gates. Layout of this system needs to be carefully coordinated with library staff and vendor technical staff during the design phase to ensure that the desired security level is achieved and that lateral clearances are maintained between the portals, nearby electronic equipment and any metallic material to avoid interference with circulation operations.

19. Service desks. The library's service desks will be prime points of contact between the staff and the public. Each must be visually prominent, welcoming and spacious. The amount of space allocated for each staffing position at each desk is 50 square feet. This space includes the position's furniture and equipment, space for the staff member to sit or stand and the space for the public to sit or stand as they interact with the staff member. The desks must be designed to accommodate each computer's CPU under the desk surface. Avoid the use of add-on CPU racks.

The Customer Service Desk will have three staff positions, two at stand-up counter height (approximately 39" high) and one at sit-down desk height (approximately 30" high).

The other service points in the building will be the two-person Information Desk and the one-person Children's Services Desk. See space descriptions 3.2 and 4.1 for more information. Each desk must be oriented so that staff at the desk faces patrons as they approach the desk for service, with generous queuing space for the public. Each staff position should have a chair for the staff member at that position and one seat on the public side of the desk for use by library customers when consulting with staff.

Each desk's design must be flexible to allow the library to accommodate new equipment and reconfigure each staffing position as service needs change.

Each desk must be equipped with:

- Counter tops of a durable, easily cleaned material (Nevamar™ or equivalent).
- A shelf on the public side of the desk top at the Information and Children's desks, at least 4" deep, for patrons to place belongings while they transact business.
- Toe space at the foot of the desk, at least 4" deep, to accommodate comfortable standing room for patrons while they face the desk.
- Concealed wire management for all equipment placed on the desk counter or within the desk.
- Shields at the rear of each computer workstation and cash register to conceal exposed wiring.
- Box, file, and pencil drawers, pigeonholes, knee spaces and other features at each staffing point, to be decided during the design phase of the project in collaboration with staff.
- Floor cushioning on the staff side of the desk, level with the surrounding floor.
- Counter depth of approximately 30" to accommodate computer terminals, keyboards and peripheral equipment with an allowance so staff can achieve an ergonomic position at each service point.
- Storage space behind the counter and to the side of each staff knee space to house computer equipment.
- Computer monitor swivel bases at the Information and Children's desks.

Each desk must be designed to discourage the public from entering the space behind the desk. Staff at the desk, however, needs to be able to move quickly and efficiently from behind the desk into the public area. Large-scale signage, visible from a distance, will identify each service point.

Correct ergonomic design is a prime consideration. Each staffing point must adhere to appropriate ADA and ergonomic design standards. Actual dimensions and specifications for each desk must be determined after detailed discussion with library staff during the design phase of the project.

20. Shelving. Shelving to house the library's collections, unless otherwise stated, will be steel book stack adjustable shelving, each shelf 36" in length, hung on vertical uprights braced in accordance with current seismic resistance standards for libraries in

California. Shelving requirements are based on Montel Aetnastack™, with roto-towers placed in standard shelving for paperbacks.

Shelves must be steel cantilever or bracket-type shelving, manufactured at a minimum 16 gauge for uprights and 18 gauge for shelves. Unitary construction of legs and uprights is required, with minimal bolting. Epoxy powder finish is preferred over enamel coatings. Final specification of shelving should include testing for compatibility with wireless data transmission in stack areas.

Shelving uprights will be standard heights of 90" (maximum of 5 shelves and a base shelf), 72" (maximum of 4 shelves and a base shelf), 66" (maximum of 4 shelves and a base shelf) and 45" (maximum of 2 shelves and a base shelf). Any exceptions to these heights are noted in the program.

Standard shelf depth will be 8" and 10" and bases 12" deep. Variations from these depths are noted in the program. Reference shelving and picture book shelving, for example, will be 12" deep with a corresponding increase in the width of the base.

The total amount of shelving programmed, as outlined in *Appendix B: Lawndale Library Collections and Shelving*, is intended to house the collection at the size it is expected to reach in the year 2020.

Main aisle widths in public spaces should be 60", with 42" aisle widths between standard stack ranges and 48" wide aisles for high-use collections such as compact discs. In staff access spaces, 36" to 42" wide aisles will be sufficient. Changes in code requirements enacted subsequent to this program and throughout the design phase must be met.

Stack ranges are two or more 3-foot shelving sections that have been ganged together. Ranges of a maximum of 6 to 8 sections each are preferred. A transverse aisle break of a minimum 44" to 60" to separate ganged sections is strongly recommended. Ranges should be laid out in clusters that are logical to the first-time user, so that a systematic stack range numbering system can be employed, to allow a logical arrangement of the collections. In general, wall-hung shelving is desirable only if arranged parallel to freestanding shelves.

Shelving at 45" and 66" heights, other than picture book shelving, will require canopy tops. Picture book shelving will have a sloping display shelf at the top of each section. Ninety-inch and 72" high shelving will require canopies only if located in areas of the building in which they can be viewed from above. All public area shelving will require stack end panels with stack signage at each end, kick plates and top plates, with slat wall attached to stack ends throughout the collection to allow staff to display books. All specialty shelving and shelving accessories must be integrated with the overall shelving system.

Shelving equipment needs to be specified and designed with wireless technology in mind. Stack ends, canopies and any other elements surrounding the shelving that are fabricated from wood or laminate are highly preferred.

Shelving must be welded-frame and internally braced, with gusseted uprights, to conform to California seismic design criteria for shelving. Basic floor live load capacity

throughout the open spaces of the building needs to be 150 pounds per square foot, the standard for areas supporting freestanding book stacks.

Book ends and shelf dividers must accommodate various sizes of materials and must be able to move easily when shelves are being rearranged. Book ends or stops will be specified later in the project, along with the shelving. Shelves must have a rear edge back stop to prevent items from falling behind the shelf. Library staff will specify the location of tilted shelves, as required.

Typical shelving types programmed for the building are:

Height	Shelves/Section		Collection
90"	6		Adult Fiction, Nonfiction, Reference
66"	5		Children's books, Audiobooks, DVDs
72"	4	Slanted	Magazine Display
66"	6*	Inset spinners	Paperback Display
45"	3		Ready Reference Books, Children's Easy Books
66"	5	Tilted shelves	Videos
66"	4	4 browser bins	Compact Discs
66"	4	Slanted	Children's Magazine Display
72"	5	With plexiglas inserts	Newspaper Display
66"	2	2 browser bins	Children's Compact Discs
66"	3	3 rods maximum	Children's AV Kits

*tiers on spinners

See each space's description, as well as the charts in *Appendix B: Lawndale Library Collections and Shelving*, for the exact amount and location of each type of shelving.

Shelving specifications must include the minimum steel gauge, all component dimensions, type of construction, color and finish of shelving, uprights and end panels, type of bracing, vendor responsibility for inspection of shipments, installation, etc., and the length of time price quotes remain valid.

21. Signage and wayfinding. The library requires a consistent, easily understood and effective signage and wayfinding system throughout the facility that includes the use of both architectural elements and graphic features. The system should employ clear, logical hierarchies that allow visitors to find their way, remember and communicate directions to others. Signage must comply with the County Library's signage standards. Major directional and identification signs, such as signs used to identify service desks, need to be highly visible from the direction of most frequent approach, at least eight feet clear from the bottom edge of the sign to the floor and . Major signs need to be bilingual, in English and Spanish.

The sign system must be designed in coordination with the interior design of the building, and integrated with the space planning, the reflected ceiling plan and the lighting plan. The signs should not be separately developed and inserted into the design as an afterthought.

Signs must be easy to move and change as the library's interior spaces shift over time. Where appropriate, signage should be specified so that library staff can modify and reinstall signs to reflect changes in layout of the collections and services. Other signs that are required and that may need coordination with the interior design are:

- A bronze dedication plaque is required near the public entrance.
- Instructional signs at the computer workstations.
- Information signs at the service desks.
- Donor wall.
- Room signs and required ADA signs.
- Operating hours sign at the entrance.
- Library policies notice at the entrance.

22. Staff workstations and offices. Staff workstations will be dimensioned and equipped in accordance with each staff position's functions and tasks. The Community Library Manager will be assigned a private office. Other full-time staff will each be allocated an office systems module workstation with room for a guest chair.

Part-time staff will share a workstation or use a worktable or counter. Some workstations may be made available for common use, housing equipment that more than one staff member uses.

Systems workstations must comply with the Los Angeles County Chief Administrative Office standards for office systems furniture. The standard office systems workstation module will be approximately 8' long by 8' wide (80 square feet, which includes 25% circulation space) or 6' x 6' (45 square feet, which includes 25% circulation space), with an L-shaped horizontal work surface, tackable, acoustical panels with data, electrical and voice and data outlets in the panel raceways.

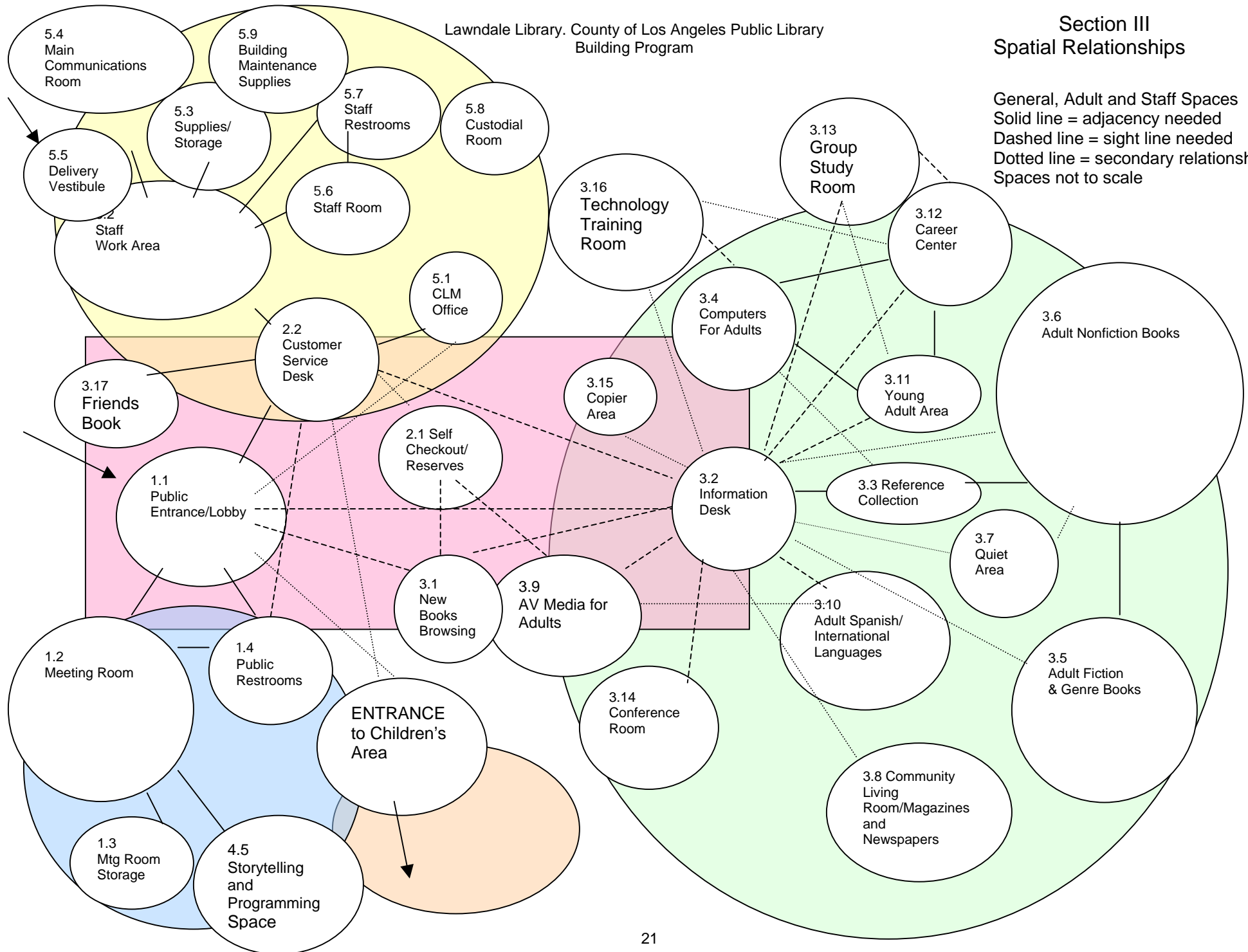
The modules need to be ganged together to take advantage of concealed wire management within their central structural spine. Each module needs to accommodate a telephone handset, computer, keyboard, mouse pad and printer, needs to be equipped with task lighting, box, file, and pencil drawers, one to two fixed pedestal units with box/box/file and file/file configurations, an ergonomic task chair, with or without arms, tackable acoustically cushioned partitions and an overhead shelf or shelves.

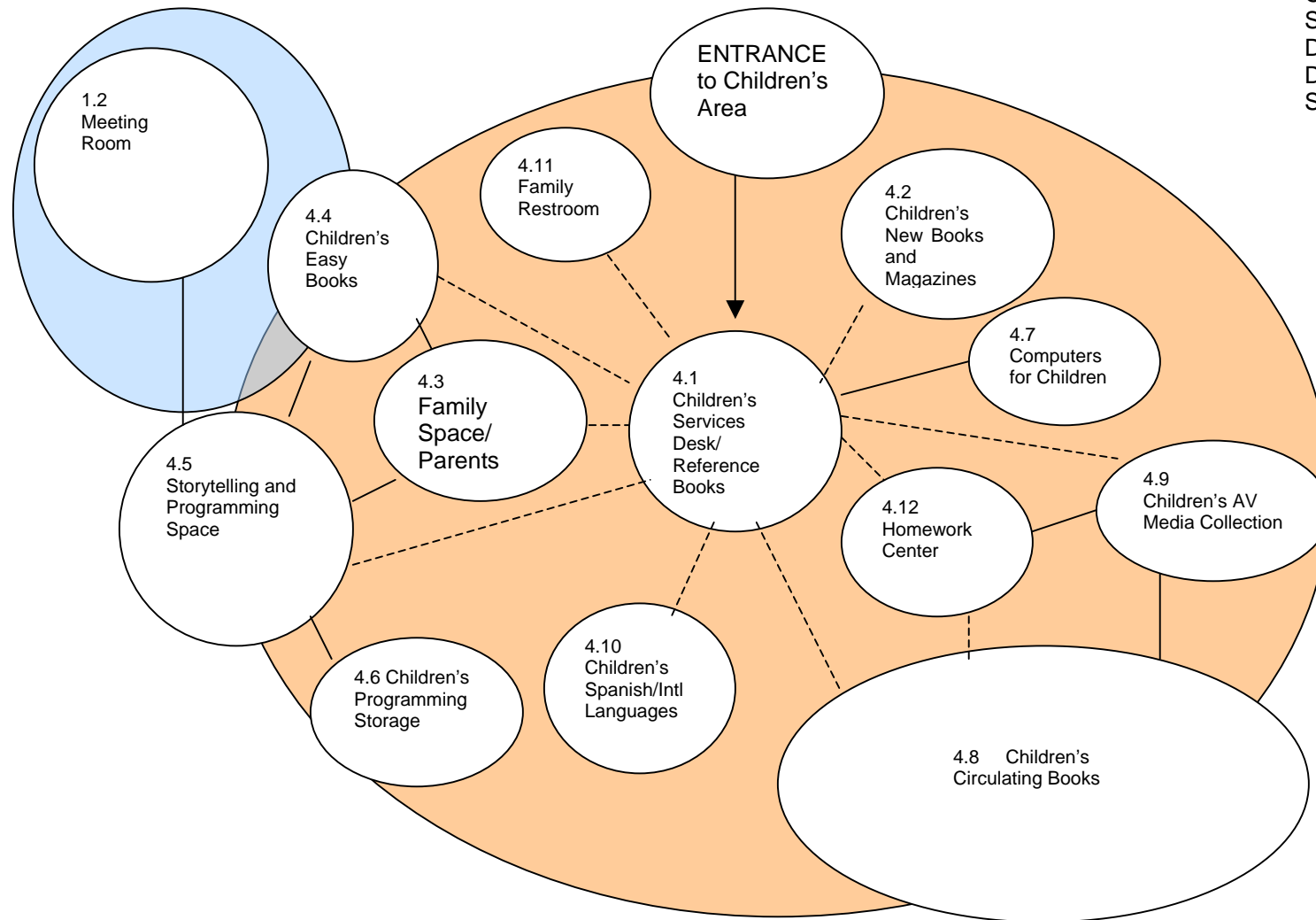
23. Storage. The library requires several types of storage space, including space for storage of building maintenance items, shipping boxes and spare parts for electronic equipment, extra stock of shelving and other furniture and equipment, custodial supplies and equipment, programming and Meeting Room furniture, props and supplies. Specific information about these spaces is found in the descriptions of the staff work area, Meeting Room storage, custodial storage and building maintenance area.

24. Wall coverings. Durability and appropriateness to the space are prime concerns. Any painted surface should use high quality, standard color paint from a major manufacturer. Painted walls should be avoided in high traffic areas, such as the public entrance/lobby. Avoid fabric wall coverings except where tackable wall surfaces are specified. Use corner guards on walls in high traffic areas, particularly in staff areas where book trucks will be utilized.

Section III Spatial Relationships

General, Adult and Staff Spaces
Solid line = adjacency needed
Dashed line = sight line needed
Dotted line = secondary relationship
Spaces not to scale





Children's Services Spaces
Solid line = adjacency needed
Dashed line = sight line needed
Dotted line = secondary relationship
Spaces not to scale

Section IV Facility Space Requirements Summary

Space		Square Feet
1.1	Public Entrance/Lobby	87 and GSF
1.2	Meeting Room	1,034
1.3	Meeting Room Storage	141
1.4	Public Restrooms (Men's and Women's)	GSF
2.1	Self Checkout and Reserves	162
2.2	Customer Service Desk	320
3.1	New and Popular Books Browsing	262
3.2	Information Desk	151
3.3	Reference Collection	62
3.4	Computers for Adults	288
3.5	Adult Fiction and Genre Books	1,028
3.6	Adult Nonfiction Books	1,066
3.7	Quiet Area	240
3.8	Community Living Room/Magazines and Newspapers	381
3.9	Audiovisual Media for Adults	162
3.10	Adult Spanish/International Languages Collection	554
3.11	Young Adult Area	438
3.12	Career Center	460
3.13	Group Study Room	150
3.14	Conference Room	250
3.15	Copier Area	51
3.16	Technology Training Room	420
3.17	Friends of the Library Book Sale and Donations Sorting	100
4.1	Children's Services Desk and Reference Books	62
4.2	Children's New Books and Magazines	94
4.3	Family Space/Parents Collection	191
4.4	Children's Easy Books	704
4.5	Storytelling and Programming Space	286
4.6	Children's Programming Storage	87
4.7	Computers for Children	216
4.8	Children's Circulating Books	1,002
4.9	Children's Audiovisual Media Collection	113
4.10	Children's Spanish/International Languages Collection	181
4.11	Family Restroom (1)	GSF
4.12	Homework Center	597
5.1	Community Library Manager's Office	120
5.2	Staff Work Area	874
5.3	Supplies and Equipment Storage	150
5.4	Main Communications Room	125
5.5	Delivery Vestibule	46
5.6	Staff Room	410
5.7	Staff Restrooms (2)	GSF
5.8	Custodial Room and Supplies	60
5.9	Building Maintenance Supplies	GSF
Total Assignable Square Feet:		13,125
Total GSF @ 76% net-to-gross:		17,360

Section V Space Descriptions

1.1 Public Entrance/Lobby

87 sq. ft. and GSF

The library needs a single public entrance and point of control. The entrance should be well lighted and welcoming, with automatic sliding or similar type doors for easy opening by people of all ages and abilities. The lobby should be large enough to accommodate visitors who are entering and leaving the library's public access spaces, the public restrooms and the Meeting Room.

Two large-capacity, free-standing return bins for books and audiovisual materials need to be located outside the building, adjacent to the public entrance and lobby, along the main path of travel into the building. These bins should be accessible 24 hours per day, seven days per week, to allow customers to drop off materials whether or not the library is open. The bins need to be self-contained. The staff will empty the bins several times each day. The path from the staff work area to the bins needs to be convenient and level, traveling over floor surfaces that are smooth, quiet and resilient.

The lobby must be large enough to enable incoming visitors to orient themselves to the direction they wish to go as they walk through the lobby space. The public restrooms, Friends book sale area, and Meeting Room must be independent of the library's other spaces and outside the library materials security system, so that these areas can be used without compromising library security when the library is closed.

The lobby floor should be a hard surface. The distance between the entrance and the security point should be far enough that debris carried in on visitors' feet is knocked off as they walk through the lobby. Inset floor grates or mats are needed at the entrance to facilitate dirt and mud removal as people enter the building.

One pair of library materials security system portals (one incoming and one outgoing) is needed at the inner edge of the lobby space, adjacent to the Customer Service Desk, with easy access for staff at that desk to meet and intercept customers who have set off the alarm as they exit. These should be 3M™ or equivalent portals without barrier arms that move or horizontal cross pieces.

A public telephone and waste receptacles should be located outside the building. The entrance needs a covered area to protect visitors from inclement weather as they enter and exit the building.

1.1 Public Entrance/Lobby, continued

Occupancy: 4 - 20

Adjacencies: 1.2 Meeting Room
1.4 Public Restrooms
2.2 Customer Service Desk
3.17 Friends of the Library Book Sale

Sight lines to: 3.1 New and Popular Books Browsing
3.2 Information Desk
3.9 Audiovisual Media for Adults
3.15 Copier Area
Entrance to Children's Services Area

Secondary Spatial Relationships:

5.1 Community Library Manager's Office

Collections: None

Acoustics: Conversations generated by incoming and outgoing visitors need to be buffered so that noise does not migrate inappropriately into the library's interior space. Avoid floor surfaces, such as ceramic tiles, that generate loud footfall noise and harsh acoustical reverberation.

Environmental Conditions: Air ventilation in the lobby needs to be zoned separately from the library interior. The space should act as an environmental buffer, protecting the library's interiors from temperature fluctuations and drafts. Design the entrance to minimize temperature fluctuations and drafts that may intrude into the library's interior spaces.

Flexibility/Expandability: The lobby area needs sufficient clear space to allow freestanding exhibits of community interest to be installed without impeding the circulation flow.

Fenestration: Exterior glazing should be used to provide optimum visibility into the lobby from the exterior approach and to allow staff at the Customer Service Desk to monitor activity at the entrance and on the entry plaza.

Finishes: Hundreds of visitors will pass through this space every day. All surfaces should be finished with durable, low maintenance finishes that can endure constant use. The lobby floor needs to be a hard surface. Provide floor mats at the entrance to facilitate dirt and mud removal as people enter the building. Avoid painted walls in all high traffic locations.

Disabled Access: Meet or exceed Americans with Disabilities Act (ADA) guidelines. Interpret these guidelines broadly, with the understanding that many people with temporary disabilities will use the library as will many people with physical limitations who do not consider themselves disabled. Entryway widths, pathway slopes, door hardware, audible and visual emergency alarms, seating, shelving heights, aisle widths and all other physical elements within the facility must be ADA compliant.

1.1 Public Entrance/Lobby, continued

Entrance doors should be automatic sliding doors or similar doors, which allow easy physical access for all types of individuals. Audible and visual emergency warning alarms are required.

Lighting: Accent downlighting at display walls to complement exhibits. General lighting levels of 15 to 20 foot-candles are required. Provide low-heating display lighting within display cases.

Security: The lobby should be equipped with a 3M™ type or equivalent library materials security system, without horizontal cross pieces or other components that encourage climbing or sitting, that allows staff to deactivate a security sensor in each item as it is checked out. Customers will carry the deactivated materials they have checked out through the security system gates. If the material carried has not been deactivated, an audible alarm will sound.

The security gates need to be located at the interior edge of the lobby, adjacent to the Customer Service Desk, oriented so that the public can exit only through the gates. Layout of this system needs to be carefully coordinated with library staff during the design phase to ensure that desired security levels are achieved and that the system does not interfere with any other equipment or operations at the desk.

Signage: Signs in this space must be part of the library's signage and wayfinding system in use throughout the facility. A major directional and identification sign is needed here, highly visible from the direction of most frequent approach, at least 8' clear from the bottom edge of the sign to the floor and vandal-resistant. The sign must be large enough to be read from the entrance to the library's public space, integrated into the interior design of the building and coordinated with the space planning, reflected ceiling and lighting, and other pertinent elements of the facility.

A sign affixed to the entrance doors is required indicating the library's hours and whether or not the library is open or closed. The hours sign should be easily changeable by library staff, using equipment available at the library.

Technology/Audiovisual/Power/Data: 3M™ materials theft detection devices will be installed at the security point in the lobby. The distance required between the gates and any metallic object or electronic workstations must be confirmed with the vendor prior to installation. A minimum of eight feet clearance is recommended until vendor confirmation is obtained.

Technology equipment located in this space will include:

Materials theft detection devices

Visual Supervision: The lobby space needs to be visible from the Customer Service Desk to allow staff to observe activity in the area.

Lawndale Library. County of Los Angeles Public Library
Building Program

1.1 Public Entrance/Lobby, continued

Components:

	Quantity		SF/Item	SF Needed
security gates - 1 entry and 1 exit	1	pair	48	48
floor mats			0	0
glass enclosed display cases, wall-mounted	2	cases	12	24
display unit, wall-mounted, with brochure and newspaper racks, bulletin board and storage below, 6'L x 5'H x 1.5'D	1	unit	15	15
Total				87

1.2 Meeting Room

1,034 sq. ft.

Dedicated space is needed for library-sponsored programs, including Career Center programs, aimed at audiences of all ages as well as to provide community groups with Meeting Room space. This space needs to accommodate audiences of up to 75 people when chairs are arranged auditorium-style.

The room needs to be equipped with adjustable lighting levels, ceiling-mounted data/video projection and assistive listening device capability. The space needs to be wired and cabled to support a variety of audiovisual and telecommunications activities, including CATV reception, distance learning classes, video programming and interactive demonstrations of online or Internet resources. Data circuits in this area must be separate from the library's internal network. Power and data connections must be available in the center of the space as well as along the perimeter and both floor and ceiling mounted data/video drops are required for the data/video projector. Secured data outlets connected to the Library's internal network must be provided in addition to the drops connected to the public network. The Meeting Room will need a public address system that is separate from the facility's PA system.

The public entrance to the room should be located so participants may enter and leave the Meeting Room through the lobby, outside security, while the library is closed.

The room needs a movable podium, a ceiling-mounted projection screen, chair rails around the perimeter, tackable wall surfaces and corner guards throughout the space. The space needs to provide good line of sight for all program attendees with no columns or other obstructions that would limit visibility from any part of the room.

An adjacent, enclosable catering kitchen is required, with a commercial grade sink (with garbage disposal) that is deep enough to accommodate filling a 30-cup coffee urn, a full-size refrigerator, microwave oven, range with oven, work counter and lockable cabinets above and below.

This space may be used to display wall-mounted artwork on either a permanent or a rotating basis. An attractive and convenient wall-mounted picture hanging system should be installed on at least two walls.

The floor should be carpeted in all areas except the area closest to and in the refreshment preparation area. That area needs hard flooring to prevent carpet damage when food is served. A lockable, adjacent storage room is required. Direct access to the Children's storytelling and programming space is desirable, to allow groups of children visiting the library to attend programs in this space without moving through the rest of the library's public spaces.

1.2 Meeting Room, continued

Occupancy: 75

Seating: 75 stacking chairs

Adjacencies:

1.1	Public Entrance/Lobby
1.3	Meeting Room Storage
1.4	Public Restrooms
4.5	Storytelling and Programming Space

Secondary Spatial Relationships: None

Collections: None

Acoustics: This space will be used for children's programming, community meetings, Career Center programs, and other public events. The space needs to be designed and finished to promote excellent acoustical conditions throughout the space.

Wall, ceiling and floor surfaces should be absorptive, including carpet, acoustical wall panels and ceiling tile. Ensure that ceiling tile carries a high sound isolation rating. Assess all building systems, ductwork and other building elements that may introduce noise into the space for acoustical impact.

Environmental Conditions: Specify temperature controls in the range of 68° to 72° F for heating and 73° to 77° F for air-conditioning. Ensure that HVAC controls are separate to support after-hours use at times when the library is closed.

Flexibility/Expandability: The space should be adjacent to the Children's Services Area to allow large groups of children and their families to move between the children's area and the meeting room without going through the main public space.

Fenestration: Windows, either at eye level or clerestory, must be shaded to allow darkening of the room for audiovisual presentations.

Finishes: The floor should be carpeted in all areas except the area closest to the refreshment preparation area. The area closest to the kitchen and the kitchen itself need hard flooring to prevent carpet damage when food is served.

Consider tackable wall surfaces and hard wall surfaces that can accept masking tape in each space to facilitate posting of meeting notes, brainstorming minutes, and similar group communication tools. Avoid rough finishes, such as unsealed concrete block or brick, which cannot accommodate these functions.

Use high quality, standard color paint from a major manufacturer.

1.2 Meeting Room, continued

Disabled Access: Meet or exceed Americans with Disabilities Act (ADA) guidelines. Interpret these guidelines broadly, with the understanding that many people with temporary disabilities will use the library as will many people with physical limitations who do not consider themselves disabled. Entryway widths, pathway slopes, door hardware, audible and visual emergency alarms, seating, shelving heights, aisle widths and all other physical elements within the facility must be ADA compliant.

Assistive listening devices should be considered for hearing impaired participants at library programs. Tables used in this space should accommodate people in wheelchairs.

Lighting: Provide a minimum 30 – 40 foot-candles average with all lights on and with separately controlled lighting for the front of the room on. The lighting should be dimmable or switchable to produce approximately 2 foot-candles for note taking during AV presentations. The note-taking lights should not spill onto the projection screen.

Security: The meeting room and public restrooms need to be accessible from the entry plaza and parking area at all times, independent of the library's service hours, so that meeting participants may enter and leave the meeting room without entering the library proper. Staff will control access to the meeting room. Doors must be lockable.

Signage: Signs in this space must be part of the library's signage and wayfinding system in use throughout the facility. A major directional and information sign indicating the entrance to the meeting room is needed in the lobby, ceiling-mounted or wall-mounted, in accordance with the design. All permanent signs required for access compliance are required.

Technology/Audiovisual/Power/Data: The meeting room must have adjustable lighting levels, ceiling-mounted video projection and assistive listening device capability. The space needs to be wired and cabled to support a variety of audiovisual and telecommunications activities, including cable TV reception, distance learning events, video programming, wireless communications connectivity, and interactive demonstrations of online and Internet resources. Provide standard, wall-mounted communication and power outlets along each perimeter wall as well as recessed, flush floor-mounted communications and power outlets, spaced to support the room's intended uses and occupancy levels.

This space should be within the facility's wireless network connectivity zone. Provide ceiling-mounted wireless LAN (WLAN) dual band (802.11a/802.11g) access point(s) with integrated Virtual Private Network (VPN) firewall to support the use of wireless computing devices, e.g., laptop computers. Associated power will be required for each access point consisting of one duplex power receptacle for each access point.

Technology equipment will include, but not be limited to, the following:

- Video projector, ceiling-mounted
- Video projection screen, ceiling-mounted, electrically operated
- Audio projection and amplification
- Overhead transparency and Powerpoint™ presentation devices
- Public address system with wireless microphones
- Assistive listening devices and charging unit
- Wiring and cabling to support CATV production, interactive distance learning class reception, library online catalog demonstrations and interactive Internet demonstrations
- Wireless LAN (WLAN) dual band access point (10/100 Mbps)

1.2 Meeting Room, continued

Visual Supervision: Entrances to the meeting room must be clearly visible from the lobby.

Components:

	Quantity		SF/ Item	SF Needed
seating @ stacking chairs	75	seats	13	975
dollies for stacking chairs	15	dollies	0	0
podium	1		9	9
kitchen/refreshment prep area	1		50	50
wireless LAN (WLAN) dual band access point (10/100 Mbps), 1.2" x 7.5" x 5.1"	1	unit	0	0
Total				1,034

1.3 Meeting Room Storage

141 sq. ft.

Storage is needed for chairs on stacking dollies, folding tables on table dollies and audiovisual equipment controls associated with the Meeting Room.

Must be lockable. Hard floor coverings are required in this space, as well as corner guards and chair rails, to protect the walls from damage. Double doors and immediate access to the Meeting Room are required.

Occupancy: None

Adjacencies: 1.2 Meeting Room

Secondary Spatial Relationships: None

Collections: None

Acoustics: None

Environmental Conditions: Specify temperature controls in the range of 68° to 72° F for heating and 73° to 77° F for air-conditioning.

Flexibility/Expandability: Orient the entrance to, and dimensions of, the storage space to provide optimum clearance in and out of the room.

Fenestration: N/A

Finishes: Provide hard floor covering rather than carpet in this area. Use corner guards to protect walls. Use high quality, standard color paint from a major manufacturer.

Disabled Access: Meet or exceed Americans with Disabilities Act (ADA) guidelines. Interpret these guidelines broadly, with the understanding that many people with temporary disabilities will use the library as will many people with physical limitations who do not consider themselves disabled. Entryway widths, pathway slopes, door hardware, audible and visual emergency alarms, seating, shelving heights, aisle widths and all other physical elements within the facility must be ADA compliant.

Lighting: Provide 30 – 40 foot-candles average, measured at 40" above floor. Consider motion-activated lighting controls in this space.

Security: Staff will control access to this space. Doors must be lockable.

Signage: Signs in this space must be part of the library's signage and wayfinding system in use throughout the facility.

Technology/Audiovisual/Power/Data: Audio and video equipment controls for Meeting Room. Provide standard, wall-mounted power outlets for use by library staff.

Visual Supervision: N/A

1.3 Meeting Room Storage, continued

Components:

	Quantity		SF/Item	SF Needed
storage space for chairs and tables				125
AV equipment racks	1	rack	10	10
mobile AV cart	1	cart	6	6
Total				141

1.4 Public Restrooms (Men's and Women's)

IN GSF

Locate the public restrooms adjacent to the Meeting Room. Each restroom needs to meet local code requirements for quantities of fixtures and stalls. Avoid single-use public restrooms, with the exception of a family restroom, within the Children's Services Area, that serves a parent and young child.

Restrooms must be designed for durability, easy maintenance and resistance to vandalism. Fixtures should be wall- or counter-mounted and cubicle partitions should be ceiling-mounted. Floor and wall covering should be ceramic tile. Sloping floors and floor drains are essential.

Waste receptacles should be recessed and/or wall-mounted. Soap dispensers should be located directly over sinks to catch soap leaks and prevent water drips on the floor. Install automatic hand dryers, paper towel dispensers, a baby changing counter in both men's and women's restrooms and parcel/purse shelves in each stall.

Ensure effective acoustic separation and sufficient ventilation of the restrooms from other occupied areas of the building.

A secured hose bib is required in each restroom. Stall partitions should be made of solid phenolic materials.

Occupancy: Meet or exceed local code requirements

Adjacencies: 1.1 Public Entrance/Lobby
1.2 Meeting Room

Sight lines to: 2.2 Customer Service Desk

Secondary Spatial Relationships: None

Collections: None

Acoustics: Ensure effective acoustic separation of the restrooms from other occupied areas of the building, especially programming spaces.

Environmental Conditions: Specify temperature controls in the range of 68° to 72° F for heating and 73° to 77° F for air-conditioning. Provide ventilation sufficient to ensure physical comfort and protect health, with a minimum 12 air exchanges each hour. Provide exhaust fans specific to the space.

Flexibility/Expandability: N/A

Fenestration: None

Finishes: Floor and wall coverings should be a hard surface, i.e., ceramic tile, with the floor coved to a height of five feet. Each restroom must have a sloping floor drain and one hose bib. Materials and finishes throughout each restroom are a prime consideration. Stall partitions should be made of solid phenolic materials.

1.4 Public Rest Rooms (Men's and Women's), continued

Disabled Access: Restrooms must be ADA compliant; toilet seat tops at 17" to 19" above finished floor; and all fixtures and accessories specified and installed in accordance with accessibility regulations.

Lighting: Ensure adequate lighting level at sinks and mirrors.

Security: Orient restroom entrances toward meeting room lobby for visibility. Provide privacy wall within entrance to ensure privacy for those inside each restroom. Avoid single occupancy restrooms for the public.

Signage: Signs in this space must be part of the library's signage and wayfinding system in use throughout the facility. Provide required graphic signage as well as textual signs for each restroom, at heights, dimensions and with parameters required by code.

Technology/Audiovisual/Power/Data: Public address system needs to be clearly audible within each restroom. Provide standard, wall-mounted power outlets for use by maintenance personnel.

Visual Supervision: Entrances should be visible from the main public space, preferably the Customer Service Desk.

See also *Section II, General Design Considerations: Plumbing and restrooms* for specifications of restrooms.

2.1 Self Checkout and Reserves

162 sq. ft.

Library customers will be encouraged to use one of the three self checkout machines clustered near the Customer Service Desk to check out their materials. These machines are similar to bank ATM machines and will be used by many customers. The equipment consists of a PC workstation, a laser scanner that reads the barcode of each item checked out and the library card of the person making the transaction, a theft system desensitizer and a flat work surface on which the checkout transaction takes place. Each self checkout unit will be wired to the Library's online system.

The machines should be placed in a prominent, well-lighted area with generous circulation space, close to the Customer Service Desk so that staff can easily assist customers new to the equipment. Each machine needs some physical separation to give customers a sense of privacy as they transact their business.

Each station needs an amount of clear work surface on both sides of the checkout device, approximately 1.5' wide x 2' deep on each side, to allow customers to place books, purses, and other belongings while they use the machine.

Queuing space for the machines should provide space for up to six people waiting in line. Shelving for reserved materials on four sections of 72" high shelving needs to be located adjacent to the self checkout machines, in plain sight when approaching the space.

Occupancy: 2 - 8

Sight lines to: 3.1 New and Popular Books Browsing
3.9 Audiovisual Media for Adults

Secondary Spatial Relationships: This area needs to be located in a prominent position, visible from the main circulation path in and out of the library and close to the Customer Service Desk.

Collections: None. Reserved materials will be on nearby open access shelving.

Acoustics: Wall, ceiling and floor surfaces should be absorptive, including carpet, acoustical wall panels and ceiling tile.

Environmental Conditions: Specify temperature controls in the range of 68° to 72° F for heating and 73° to 77° F for air-conditioning.

Flexibility/Expandability: The cabinets and counters for this equipment must be designed with generous space and work surfaces to provide library customers with sufficient space to place their belongings and materials they wish to check out.

Fenestration: Avoid glare on computer monitors from exterior windows or interior lighting.

2.1 Self Checkout and Reserves, continued

Finishes: Countertop finishes must be durable and graffiti resistant, easy to clean and maintain. Cabinets that house self checkout units should be attractively finished, either custom or standard products, that emphasize the units and link them visually to the new book browsing cabinets. Use high quality, standard color paint from a major manufacturer. High quality, commercial grade, anti-static nylon carpet with a low, narrow loop or carpet tiles, for low maintenance, with a life expectancy of a minimum of 20 years is required in this area.

Disabled Access: Meet or exceed Americans with Disabilities Act (ADA) guidelines. Interpret these guidelines broadly, with the understanding that many people with temporary disabilities will use the library as will many people with physical limitations who do not consider themselves disabled. Entryway widths, pathway slopes, door hardware, audible and visual emergency alarms, seating, shelving heights, aisle widths and all other physical elements within the facility must be ADA compliant.

Work surfaces for both self checkout unit needs to be set so as to accommodate people in wheelchairs.

Lighting: Provide 40 - 50 foot-candles average, measured horizontally at counter top, carefully coordinated with computer terminal screens and orientations, to avoid glare.

Security: N/A

Signage: Signs in this space must be part of the library's signage and wayfinding system in use throughout the facility. A major directional and identification sign is needed here, highly visible from the direction of most frequent approach, at least 8' clear from the bottom edge of the sign to the floor and vandal-resistant. The sign must be large enough to be read from the entrance to the library's public space, integrated into the interior design of the building and coordinated with the space planning, reflected ceiling and lighting, and other pertinent elements of the facility.

Technology/Audiovisual/Power/Data: Provide at each station standard communication and power outlets, conveniently mounted under the counter, to support the library's self-checkout equipment, with associated wire management channels to bring equipment wires and cables from the service counter cleanly, without loose cables on the service counter.

Technology equipment in this space will include the following:

Self checkout machines (PC workstation networked to Library online system, laser scanner, materials theft detection desensitizer).

Visual Supervision: Staff at the Customer Service Desk must be able to observe activity here to enable them to react quickly to customers having difficulty with the self checkout equipment.

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2.1 Self Checkout and Reserves, continued

Components:

	Quantity		SF/Item	SF Needed
self checkout machines	3	machines	35	105
shelving 72", for reserves	2	sections	10.3	21
queuing space	6	people	6	36
Total				162

2.2 Customer Service Desk

320 sq. ft.

The library will have three staffed service points: the Customer Service Desk, the Information Desk and the Children's Services Desk. The Customer Service Desk will be the service point that is closest to the public entrance, adjacent or very close to the entrance. It needs to be highly visible, an obvious place for incoming visitors to seek help. The circulation space between the Customer Service Desk and the Information Desk needs to form a central axis within the space, bordered by the new books and AV collections. These desks and collections will be a central zone of activity within the library.

The library's self checkout units will be close to this desk. A display built into the desk will display library handouts and brochures, library card applications and maps of the building layout.

The desk will be staffed at all times the library is open. It requires three staff positions – one at sit-down and two at stand-up levels, with lateral counter surfaces of a minimum of six feet for each position. Equipment at each staff position will include an online computer workstation, barcode reader, printer on roll-out shelf, built-in CPU holder mounted under the work surface, one to two security system desensitizers, a telephone handset and slotted storage for cards and materials. Space for a cash register centrally located on the counter is required. A door release system for the public restrooms is required at the desk. If line of sight from the desk to the public restroom doors is limited, a security camera monitor should be considered to allow staff to monitor activity at the entrance to the restrooms.

Staff at this desk will answer directional questions, help orient visitors to the library, issue library cards, accept payment of fees for lost and overdue materials, monitor the security system gates and public restrooms, check out materials for customers who do not wish to use the self checkout machines, explain Library policies and procedures regarding circulation and service hours and provide other assistance as needed. Space for three self checkout units will be nearby and in plain view for customers to check out their own materials. Two materials return drop slots will be located at one end of the desk in addition to the two freestanding return bins located outside the building entrance. Most check-in and processing of returned material will occur at the Customer Service Desk. Generous clear work space behind the desk is therefore essential, since staff will sort and move loaded book trucks in and out of this space on a constant basis.

Activity here will often be brisk and sometimes noisy. The area will need generous circulation space on both the staff and public sides of the service desk, with queuing space for up to six people, and acoustical buffering. Staff needs to be able to move quickly and easily between the service counter, the security system gates and the adjacent staff work area. The staff must also have a clear sight line into the lobby, to the Information Desk and into the Children's Services Area. The public, however, should not be able to look directly into the staff work area.

The desk must be designed with ergonomic and disabled access principles in mind and must meet the specifications outlined *Section II, General Design Considerations: Service desks*. A portion of the desk counter height needs to accommodate customers or staff in wheelchairs and to allow staff to assist customers who are filling out forms or handling lengthy transactions.

2.2 Customer Service Desk, continued

Occupancy: 1 - 4 staff; 1 – 10 public

Adjacencies:

- 1.1 Public Entrance/Lobby
- 5.1 Community Library Manager's Office
- 5.2 Staff Work Area

Sight lines to:

- 1.4 Public Restrooms
- 3.2 Information Desk
- 3.17 Friends of the Library Book Sale
- 4.1 Children's Services Desk
- 4.11 Family Restroom

Secondary Spatial Relationships:

- 2.1 Self Checkout and Reserves
- Entrance to Children's Services Area

Collections: None

Acoustics: Activity here will often be brisk and sometimes noisy. Staff and customers will carry on conversations and directional interviews at this location on a continuing basis. Treat the space finishes to minimize noise spillage from this area into other spaces. Wall, ceiling and floor surfaces should be absorptive, including carpet, acoustical wall panels and ceiling tile.

Environmental Conditions: Specify temperature controls in the range of 68° to 72° F for heating and 73° to 77° F for air-conditioning. Staff will spend many of their on-duty hours in this location. Ensure that air diffusers are oriented to avoid direct flow of air toward service desk or workstations behind desk.

Flexibility/Expandability: Computer equipment used at the service desk will change and be upgraded over time. Work surfaces and cabinets must be designed to easily accept new equipment, with a minimum of raised edges or other divisions that will prevent installation of new equipment. The service desk itself may be reconfigured over time. It should be designed simply, in modules that can be rearranged.

Fenestration: Ensure that direct daylight from exterior windows or clerestories does not strike the service desk at any time or create glare on computer monitors. Utilize window screens or equivalent devices on windows, as needed, to shield the area from direct light.

Finishes: Service desk finishes, at both countertop and public face, must be durable and graffiti resistant, easy to clean and maintain. Floor covering on staff side and in sorting area needs to be hard surface, accommodating book trucks equipped with dual-surface wheels (wheels that function well on both carpet and hard floors). Place corner guards at key wall edges and door openings to prevent damage caused by book trucks. Use high quality, standard color paint from a major manufacturer.

2.2 Customer Service Desk, continued

Disabled Access: Meet or exceed Americans with Disabilities Act (ADA) guidelines. Interpret these guidelines broadly, with the understanding that many people with temporary disabilities will use the library as will many people with physical limitations who do not consider themselves disabled. Entryway widths, pathway slopes, door hardware, audible and visual emergency alarms, seating, shelving heights, aisle widths and all other physical elements within the facility must be ADA compliant.

Service desk counter must accommodate people in wheelchairs, both members of the public and staff. Counter heights must be within range allowed by ADA.

Lighting: Provide 40 - 50 foot-candles average, measured horizontally at counter top, carefully coordinated with computer terminal screens and orientations, to avoid glare. Consider supplemental task lighting over service counter, depending on ceiling heights and architectural features at that location, to ensure adequate light at this key activity point.

Security: The lobby should be equipped with a 3M™ type or equivalent library materials security system that allows staff to deactivate a security sensor in each item as it is checked out. Customers will carry the deactivated materials they have checked out through the security system gates. If the material carried has not been deactivated, an audible alarm will sound.

The security barriers need to be located at the edge of the lobby, adjacent to the service desk, oriented so that the public can exit only through the gates. Layout of this system needs to be carefully coordinated with library staff during the design phase to ensure that desired security levels are achieved and that the system does not interfere with any other equipment or operations at the service desk.

Public restroom doors must be equipped with a door release system that is controlled from the Customer Service Desk. If a direct line of sight cannot be established between the restrooms and the service desk, a closed-circuit camera and monitor system should be considered to allow staff to monitor activity at the restroom doors.

Signage: Signs in this space must be part of the library's signage and wayfinding system in use throughout the facility. A major directional and identification sign is needed here, highly visible from the direction of most frequent approach, at least 8' clear from the bottom edge of the sign to the floor and vandal-resistant. The sign must be large enough to be read from the entrance to the library's public space, integrated into the interior design of the building and coordinated with the space planning, reflected ceiling and lighting, and other pertinent elements of the facility.

Technology/Audiovisual/Power/Data: Provide at each service counter position standard communication and power outlets, conveniently mounted under the counter, with associated wire management channels to bring equipment wires and cables from the service counter cleanly, without loose cables on the service counter or in the staff work space.

This space should be within the facility's wireless network connectivity zone. Provide ceiling-mounted wireless LAN (WLAN) dual band (802.11a/802.11g) access point(s) with integrated Virtual Private Network (VPN) firewall to support the use of wireless computing devices, e.g., laptop computers. Associated power will be required for each access point consisting of one duplex power receptacle for each access point.

2.2 Customer Service Desk, continued

Technology equipment in this space will include, but not be limited to, the following:

Online computer workstations

Barcode readers

Printer on roll-out shelves

Built-in CPU holder mounted under the work surface

Theft system desensitizers

Telephone handset

Cash register

Restroom door release system

Security camera monitor (optional)

Wireless LAN (WLAN) dual band access point (10/100 Mbps)

Visual Supervision: Staff must be able to monitor service counter from their desks behind the counter.

Components:

	Quantity		SF/Item	SF Needed
staff counter positions, 2 stand-up and 1 sit-down	3	positions	50	150
cash register, on counter	1	machine	0	0
shelving 66", for reserves	4	sections	10.3	41
return slots, set horizontally into or adjacent to desk	2	slots	12	24
shelving 66", for snags, damaged items, etc.	3	sections	10.3	31
book truck parking	6	trucks	8	48
extra return bins	2	bins	10	20
display of library handouts, built into desk	1	unit	6	6
wireless LAN (WLAN) dual band access point (10/100 Mbps), 1.2" x 7.5" x 5.1"	1	unit	0	0
Total				320

3.1 New and Popular Books Browsing

262 sq. ft.

This space needs to be visible from the entrance and visually appealing, offering well-stocked, retail-type merchandising shelves filled with new books. It is intended to be a major magnet and center of activity. Customers will stop by frequently to see which new books are available. The space needs to draw visitors in and allow them to wander comfortably among the display units to browse through shelves of new and popular materials.

New circulating books and high interest materials from the collection will be displayed here, on 66" high, slanted-shelf, retail-type display units, with many of the books displayed face-out. The space allocated to each shelving unit here is more generous than in other parts of the library to allow for browsing of the slanted shelving units.

Two comfortable lounge chairs need to be located here for customers who want to sit down while they browse.

Occupancy: 4 - 10

Seating: Two lounge chairs

Adjacencies: Main path of travel from public entrance
3.9 Audiovisual Media for Adults

Sight lines to: 1.1 Public Entrance/Lobby
2.1 Self Checkout and Reserves
3.2 Information Desk

Collections: New circulating books and high interest materials from the collection will be displayed here, on 66" high, slanted-shelf, retail-type display units, with many of the books displayed face-out. The space allocated to each shelving unit here is more generous than in other parts of the library to allow for browsing of the slanted shelving units.

Numbers of volumes below reflect total number of volumes to be shelved at one time and total collection size.

The shelving here needs to accommodate:

- 1,000 (50% of 2,000) volumes of new and popular books, displayed on 66" high slanted-shelf retail display 4' x 3' units, 5 shelves per section, 8 sections (assumes 6.5 volumes per linear foot)

Acoustics: This space will be a popular area. Individuals and family groups will regularly make this their first stop when they visit the facility. Friends will greet each other here and socialize as they browse. Careful attention to noise control here is therefore critical. Wall, ceiling and floor surfaces should be absorptive, including carpet, acoustical wall panels and ceiling tile.

Environmental Conditions: Specify temperature controls in the range of 68° to 72° F for heating and 73° to 77° F for air-conditioning.

3.1 New and Popular Books Browsing, continued

Flexibility/Expandability: Consider mobile display units in this space, to allow the ability to realign the display in relation to temporary exhibits or to emphasize the collection for a special occasion. Provide generous open space around this display for additional future retail display, if this feature proves successful.

Fenestration: Ensure that direct sunlight does not come into contact with library materials, display areas, or seating areas. Consider ultraviolet filter treatments on windows in areas that house library materials. Locate book stacks so that direct sunlight does not fall on the shelves.

Finishes: High quality, commercial grade, anti-static nylon carpet with a low, narrow loop or carpet tiles, for low maintenance, with a life expectancy of a minimum of 20 years is required in this area. Use high quality, standard color paint from a major manufacturer.

Disabled Access: Meet or exceed Americans with Disabilities Act (ADA) guidelines. Interpret these guidelines broadly, with the understanding that many people with temporary disabilities will use the library as will many people with physical limitations who do not consider themselves disabled. Entryway widths, pathway slopes, door hardware, audible and visual emergency alarms, seating, shelving heights, aisle widths and all other physical elements within the facility must be ADA compliant.

Lighting: Shelving: Provide 6 foot-candles at a height of 12" and 35 foot-candles maximum, measured vertically at any height to achieve an approximate 6-to-1 maximum-to-minimum ratio across the book stack face. Provide supplemental accent downlighting, as needed, to highlight display shelves.

Security: N/A

Signage: Signs in this space must be part of the library's signage and wayfinding system in use throughout the facility. A major directional and identification sign is needed here, highly visible from the direction of most frequent approach, at least 8' clear from the bottom edge of the sign to the floor and vandal-resistant. The sign must be large enough to be read from the entrance to the library's public space, integrated into the interior design of the building and coordinated with the space planning, reflected ceiling and lighting, and other pertinent elements of the facility.

Technology/Audiovisual/Power/Data: Provide standard, recessed flush floor-mounted or wall-mounted communication and power outlets to support electronic equipment located here, or to support future equipment moved here from another part of the library. Provide electrical and data drops at each seat for laptop access.

This space should be within the facility's wireless network connectivity zone. Provide ceiling-mounted wireless LAN (WLAN) dual band (802.11a/802.11g) access point(s) with integrated Virtual Private Network (VPN) firewall to support the use of wireless computing devices, e.g., laptop computers. Associated power will be required for each access point consisting of one duplex power receptacle for each access point.

Visual Supervision: This area will attract many customers, some of whom will need assistance finding materials. Visibility from the Information Desk is highly desirable to expedite staff assistance

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3.1 New and Popular Books Browsing, continued

Components:

	Quantity		SF/Item	SF Needed
seating, lounge chairs	2	seats	35	70
shelving, 66", display-type, for new and popular books	7.7	sections	25	192
wireless LAN (WLAN) dual band access point (10/100 Mbps), 1.2" x 7.5" x 5.1"	1	unit	0	0
Total				262

3.2 Information Desk

151 sq. ft.

This desk complements the Customer Service Desk in both location and function. Staff stationed at these service desks need to be able to clearly see each other while at each service point. In addition, the desk needs to be clearly visible to customers as they enter the library. This will be a two-person desk. Ready reference book shelving should be placed directly behind the desk for frequently used reference tools. The desk will be staffed every hour the library is open. Small stools or armless chairs on the public side of the desk will allow customers to sit while discussing their information needs with staff.

Staff will be stationed at this desk and constantly moving about the public space to help visitors. They must be able to move quickly from the desk to the public access computers and to the reference and circulating collections. The features and configuration of the desk need to comply with the specifications described in *Section II, General Design Considerations: Service desks* to ensure that the drawers, files and other needed components are included. The desk will be equipped with two computers, two printers, two barcode readers, a fax machine and two telephones at the counter.

Good lighting over the desk counter is particularly important to allow customers and staff to see text and images in reference materials and to enhance the visibility of the desk from all directions.

The cluster of public computers for adults and teens and the reference collection need to be adjacent to the desk. Sight lines from the desk to as much of the public space within the library is very important - particularly important is visibility to the Young Adult Area, the Group Study Room, the Conference Room, and the Career Center. The Information Desk must also have ready access and proximity to the adult fiction and nonfiction collections, the Community Living Room, the Quiet Area and the Technology Training Room. Total line of sight into these areas is not as critical as physical proximity, since staff will monitor these areas by frequent walk-throughs and while assisting people using the collections in these areas.

Occupancy: 1 - 6 public; 1 - 2 staff

Adjacencies: 3.3 Reference Collection
3.4 Computers for Adults

Sight lines to: 1.1 Public Entrance/Lobby
2.2 Customer Service Desk
3.1 New and Popular Books Browsing
3.7 Quiet Area
3.8 Community Living Room/Magazines and Newspapers
3.9 Audiovisual Media for Adults
3.10 Adult Spanish/International Languages Collection
3.11 Young Adult Area
3.12 Career Center
3.13 Group Study Room
3.14 Conference Room
3.16 Technology Training Room

3.2 Information Desk, continued

Secondary Spatial Relationships:

- 3.5 Adult Fiction and Genre Books
- 3.6 Adult Nonfiction Books
- 3.15 Copier Area

Collections: A ready reference book collection will be located here on 45" shelving placed directly behind the desk for frequently used reference materials.

Numbers of volumes below reflect total number of volumes to be shelved at one time and total collection size.

The shelving here needs to accommodate:

- 240 (100% of 240) volumes of ready reference books on 45" shelving, 3 shelves per section, 4 sections (assumes 7 volumes per linear foot)

Acoustics: Activity here will often be brisk, with incoming telephone inquiries and conversations between library staff and customers. Treat the space finishes to minimize noise spillage from this area into other spaces. Wall, ceiling and floor surfaces should be absorptive, including carpet, acoustical wall panels and ceiling tile.

Environmental Conditions: Specify temperature controls in the range of 68° to 72° F for heating and 73° to 77° F for air-conditioning. Staff will spend many of their on-duty hours in this location. Ensure that air diffusers are oriented to avoid direct flow of air toward the desk.

Flexibility/Expandability: Computer equipment used at the desk will change and be upgraded over time. Work surfaces and cabinets must be designed to easily accept new equipment, with a minimum of raised edges or other divisions that will prevent installation of new equipment. The desk itself may be reconfigured over time. It should be designed simply, in modules that can be rearranged.

Fenestration: Ensure that direct daylight from exterior windows or clerestories does not strike the desk at any time or create glare on computer monitors. Utilize window screens or equivalent devices on windows, as needed, to shield the area from direct light.

Finishes: Desk finishes, at both countertop and public face, must be durable and graffiti resistant, easy to clean and maintain. Use high quality, standard color paint from a major manufacturer.

Disabled Access: Meet or exceed Americans with Disabilities Act (ADA) guidelines. Interpret these guidelines broadly, with the understanding that many people with temporary disabilities will use the library as will many people with physical limitations who do not consider themselves disabled. Entryway widths, pathway slopes, door hardware, audible and visual emergency alarms, seating, shelving heights, aisle widths and all other physical elements within the facility must be ADA compliant.

3.2 Information Desk, continued

Desk counter must accommodate people in wheelchairs, both members of the public and staff. Counter heights must be within range allowed by ADA.

Lighting: Provide 40 - 50 foot-candles average, measured horizontally at counter top, carefully coordinated with computer terminal screen and orientation, to avoid glare. Consider supplemental task lighting over service counter, depending on ceiling heights and architectural features at that location, to ensure adequate light at this key activity point.

Security: N/A

Signage: Signs in this space must be part of the library's signage and wayfinding system in use throughout the facility. A major directional and identification sign is needed here, highly visible from the direction of most frequent approach, at least 8' clear from the bottom edge of the sign to the floor and vandal-resistant. The sign must be large enough to be read from the entrance to the library's public space, integrated into the interior design of the building and coordinated with the space planning, reflected ceiling and lighting, and other pertinent elements of the facility.

Technology/Audiovisual/Power/Data: Provide at each service counter position standard communication and power outlets, conveniently mounted under the counter, with associated wire management channels to bring equipment wires and cables from the service counter cleanly, without loose cables on the service counter or in the staff work space. Provide standard communication and power outlets at each staff work station in the area. This space should be within the facility's wireless network zone.

Technology equipment in this space will include, but not be limited to, the following:

Online computer workstation at desk

Barcode reader

Printer on roll-out shelves

Telephone handset

Telefacsimile machine

Built-in CPU holder mounted under the work surface

Visual Supervision: Staff must be able to monitor service counter from their desks behind the counter.

3.2 Information Desk, continued

Components:

	Quantity		SF/ Item	SF Needed
staff counter positions	2	positions	50	100
stools for consultation, on public side of desk	2	stools	6	12
shelving, 45", for ready reference books	3.8	sections	10.3	39
Total				151

3.3 Reference Collection

62 sq. ft.

This space contains the adult reference book collection on 90" high shelving. Every other section needs a pull-out shelf at counter height to facilitate use of heavy reference books. The shelving needs to be arranged for convenient access from the Information Desk so that staff can easily help customers with their research.

Occupancy: 6 - 20

Adjacencies: 3.2 Information Desk
3.6 Adult Nonfiction Books

Secondary Spatial Relationships:

3.4 Computers for Adults
3.12 Career Center

Collections: This space contains the adult reference book collection on 90" high shelving. Every other section needs a pull-out shelf at counter height to facilitate use of heavy reference books. The shelving needs to be arranged for convenient access from the Information Desk so that staff can easily help customers with their research.

Numbers of volumes below reflect total number of volumes to be shelved at one time and total collection size.

The shelving here needs to accommodate:

- 760 (100% of 760) volumes of adult reference books on 90" shelving, 6 shelves per section, with pull-out shelves every other section, 6 sections (assumes 7 volumes per linear foot)

Acoustics: Wall, ceiling and floor surfaces should be absorptive, including carpet, acoustical wall panels and ceiling tile.

Environmental Conditions: Specify temperature controls in the range of 68° to 72° F for heating and 73° to 77° F for air-conditioning.

Flexibility/Expandability: This collection is not expected to grow and may in fact decrease, as the library continues to expand its online reference resources collection.

Fenestration: Ensure that direct sunlight does not come into contact with library materials, display areas, or seating areas. Consider ultraviolet filter treatments on windows in areas that house library materials. Locate book stacks so that direct sunlight does not fall on the shelves.

Finishes: High quality, commercial grade, anti-static nylon carpet with a low, narrow loop or carpet tiles, for low maintenance, with a life expectancy of a minimum of 20 years is required in this area. Use high quality, standard color paint from a major manufacturer.

3.3 Reference Collection, continued

Disabled Access: Meet or exceed Americans with Disabilities Act (ADA) guidelines. Interpret these guidelines broadly, with the understanding that many people with temporary disabilities will use the library as will many people with physical limitations who do not consider themselves disabled. Entryway widths, pathway slopes, door hardware, audible and visual emergency alarms, seating, shelving heights, aisle widths and all other physical elements within the facility must be ADA compliant.

Use slanted shelves at two lowest shelf heights. Avoid use of lowest and highest shelves to the extent possible.

Lighting: Shelving: Provide 6 foot-candles at a height of 12" and 35 foot-candles maximum, measured vertically at any height to achieve an approximate 6-to-1 maximum-to-minimum ratio across the book stack face. Lighting over stacks may be placed parallel or perpendicular to the stacks as long as the required lighting level is achieved. It is crucial that sufficient lighting reach the bottom shelf of each book stack.

Security: Orient shelving in this space to allow staff at the Information Desk to maintain visual supervision of the Homework Center as well as other areas directly behind the desk.

Signage: Signs in this space must be part of the library's signage and wayfinding system in use throughout the facility. A major directional and identification sign is needed here, highly visible from the direction of most frequent approach, at least 8' clear from the bottom edge of the sign to the floor and vandal-resistant. The sign must be large enough to be read from the entrance to the library's public space, integrated into the interior design of the building and coordinated with the space planning, reflected ceiling and lighting, and other pertinent elements of the facility.

Technology/Audiovisual/Power/Data: Provide standard, recessed flush floor-mounted or wall-mounted communication and power outlets to support electronic equipment located here, or to support future equipment moved here from another part of the library. This space should be within the facility's wireless network connectivity zone.

Visual Supervision: See Security, above

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3.3 Reference Collection, continued

Components:

	Quantity		SF/ Item	SF Needed
shelving, 90" for adult reference books	6	sections	10.3	62
Total				62

3.4 Computers for Adults

288 sq. ft.

This area will contain eight public access computer workstations, all sit-down stations, all offering full access to the online catalog, the Internet and to specialized information resources mounted on the County Library's network. The units will be grouped together for visibility by the public and placed in proximity to the Information Desk to allow staff to help customers at the computers. Each workstation will be equipped with a printer. Frequently, two people will use a computer together, so generous seating and work space at each workstation are important.

Preliminary specifications for each workstation are defined in *Section II, General Design Considerations: Electronic workstations for the public*. The design team should consult with the County Library IT staff during schematic design to obtain specific dimensions and specifications for each piece of equipment. Special attention should be given to flexible, secure, discreet wire management that is easily accessible to library staff, acoustical shielding from the rest of the public space, avoidance of screen glare and a degree of privacy for each user.

At least one of these computers needs to offer large print capability and other features that will assist the physically disabled to effectively use this equipment. This space needs to be adjacent to the Career Center and close to the Young Adult Area since that clientele group will be a major user of this equipment. Access to the reference collection for computers users is desirable, to a lesser degree, to provide visitors with ready access to both print and online resources.

Occupancy: 5 - 15

Adjacencies: 3.2 Information Desk
3.11 Young Adult Area
3.12 Career Center

Secondary Spatial Relationships:

3.3 Reference Collection
3.16 Technology Training Room

Collections: None

Acoustics: Machine noise from the computer workstations in this space will spill into adjoining spaces. Care should be taken to mitigate sound migration. Wall, ceiling and floor surfaces should be absorptive, including carpet, acoustical wall panels and ceiling tile.

Environmental Conditions: Specify temperature controls in the range of 68° to 72° F for heating and 73° to 77° F for air-conditioning. Clustered computer equipment will generate heat build-up in the area. Ensure that the space is zoned to mitigate for this condition.

Flexibility/Expandability: The number of computer workstations in this area may increase over time. Design the area with expandability in mind.

3.4 Computers for Adults, continued

Fenestration: Avoid glare on computer monitors from exterior windows or interior lighting.

Finishes: High quality, commercial grade, anti-static nylon carpet with a low, narrow loop or carpet tiles, for low maintenance, with a life expectancy of a minimum of 20 years is required in this area. Use high quality, standard color paint from a major manufacturer.

Disabled Access: Meet or exceed Americans with Disabilities Act (ADA) guidelines. Interpret these guidelines broadly, with the understanding that many people with temporary disabilities will use the library as will many people with physical limitations who do not consider themselves disabled. Entryway widths, pathway slopes, door hardware, audible and visual emergency alarms, seating, shelving heights, aisle widths and all other physical elements within the facility must be ADA compliant.

At least one computer workstation needs to be equipped to support the needs of visually impaired and hearing impaired persons, with print enlargement capability, voice recognition software, and other disability mitigation features.

Lighting: Provide 30 – 40 foot-candles average, measured horizontally at desktop, unless overall design diminishes the effectiveness of this lighting level. Ensure that light fixtures and orientation avoid computer screen glare.

Security: Orient computer workstations toward circulation paths surrounding the space to deter inappropriate use and undetected abuse or vandalism.

Signage: Signs in this space must be part of the library's signage and wayfinding system in use throughout the facility. A major directional and identification sign is needed here, highly visible from the direction of most frequent approach, at least 8' clear from the bottom edge of the sign to the floor and vandal-resistant. The sign must be large enough to be read from the entrance to the library's public space, integrated into the interior design of the building and coordinated with the space planning, reflected ceiling and lighting, and other pertinent elements of the facility.

Technology/Audiovisual/Power/Data: Provide one single data drop jack for each computer workstation, either wall-mounted or in recessed flush floor-mounted outlets. Data drops should be integrated into the computer tables. This space should be within the facility's wireless network connectivity zone.

The technology equipment planned for this area on opening day includes: Public access computer workstations (sit-down), with CPU vertically mounted beneath work surface, monitor, keyboard, mouse, and printers.

Visual Supervision: Staff at the Information Desk needs to be able to monitor activity at the computers.

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3.4 Computers for Adults, continued

Components:

	Quantity		SF/Items	SF Needed
computers, sit-down workstations	8	wkstns	36	288
printer	8	prtrs	0	0
Total				288

3.5 Adult Fiction and Genre Books

1,028 sq. ft.

Fiction books, mysteries, science fiction, paperbacks and large print books will be shelved here. Ninety-inch high standard shelving will be the predominant shelving type. Paperbacks will be shelved on display spinners built into standard shelving units. Slat-wall stack end panels will be used to allow highlighting of the collection and to maximize the space's display and merchandising potential. The various segments of this collection need to be clearly defined and differentiated through the shelving arrangement, furniture layout and signage.

Seating at 4-place tables and lounge chairs will be available in the area for the convenience of customers using these collections.

Two stand-up public access computers will be placed at prominent stack end points for the convenience of customers looking for books in this area. Adjacency to both the adult nonfiction book collection and to the Spanish language collection is needed as well as some proximity to the Information Desk.

Occupancy: 10 - 20

Seating: Two 4-place tables
Two lounge chairs

Adjacencies: 3.6 Adult Nonfiction Books
3.10 Adult Spanish/International Languages Collection

Secondary Spatial Relationships:

3.2 Information Desk

Collections: Fiction books, mysteries, science fiction, paperbacks and large print books will be shelved here. Ninety-inch high standard shelving will be the predominant shelving type. Paperbacks will be shelved on display spinners built into standard shelving units. Slat-wall stack end panels will be used to allow highlighting of the collection and to maximize the space's display and merchandising potential. The various segments of this collection need to be clearly defined and differentiated through the shelving arrangement, furniture layout and signage.

Numbers of volumes below reflect total number of volumes to be shelved at one time and total collection size.

The shelving here needs to accommodate:

- 2,100 (70% of 3,000) volumes of genre books for adults on 90" shelving, 6 shelves per section, 15 sections (assumes 8 volumes per linear foot)
- 4,550 (70% of 6,500) volumes of adult fiction on 90" shelving, 6 shelves per section, 32 sections (assumes 8 volumes per linear foot)
- 750 (75% of 1,000) volumes of large print adult fiction and nonfiction on 90" shelving, 5 shelves per section, 6 sections (assumes 8 volumes per linear foot)
- 5,200 (65% of 8,000) volumes of adult paperbacks on 66" built-in spinners, 6 tiers per spinner, 18 sections (assumes 16 volumes per linear foot)

3.5 Adult Fiction and Genre Books, continued

Acoustics: This area is intended for quiet browsing and reading. Locate book stacks to buffer reader seating from noisy areas. Wall, ceiling and floor surfaces should be absorptive, including carpet, acoustical wall panels and ceiling tile.

Environmental Conditions: Specify temperature controls in the range of 68° to 72° F for heating and 73° to 77° F for air-conditioning.

Flexibility/Expandability: This collection may increase over time, possibly requiring additional shelving.

Fenestration: Ensure that direct sunlight does not come into contact with library materials, display areas, or seating areas. Consider ultraviolet filter treatments on windows in areas that house library materials. Locate book stacks so that direct sunlight does not fall on the shelves. Avoid glare on computer monitors from exterior windows or interior lighting.

Finishes: High quality, commercial grade, anti-static nylon carpet with a low, narrow loop or carpet tiles, for low maintenance, with a life expectancy of a minimum of 20 years is required in this area. Use high quality, standard color paint from a major manufacturer.

Disabled Access: Meet or exceed Americans with Disabilities Act (ADA) guidelines. Interpret these guidelines broadly, with the understanding that many people with temporary disabilities will use the library as will many people with physical limitations who do not consider themselves disabled. Entryway widths, pathway slopes, door hardware, audible and visual emergency alarms, seating, shelving heights, aisle widths and all other physical elements within the facility must be ADA compliant.

Use slanted shelves at two lowest shelf heights. Avoid use of lowest and highest shelves to the extent possible.

Lighting: Shelving: Provide 6 foot-candles at a height of 12" and 35 foot-candles maximum, measured vertically at any height to achieve an approximate 6-to-1 maximum-to-minimum ratio across the book stack face. Lighting over stacks may be placed parallel or perpendicular to the stacks as long as the required lighting level is achieved. It is crucial that sufficient lighting reach the bottom shelf of each book stack.

Reading Area: 30-40 foot-candles average, measured horizontally at desktop, augmented by task lighting where appropriate, to increase levels to 50 foot-candles.

Security: Orient shelving to optimize visibility into the area and minimize opportunities for vandalism or inappropriate behavior.

Signage: Signs in this space must be part of the library's signage and wayfinding system in use throughout the facility. A major directional and identification sign is needed here, highly visible from the direction of most frequent approach, at least 8' clear from the bottom edge of the sign to the floor and vandal-resistant. The sign must be large enough to be read from the entrance to the library's public space, integrated into the interior design of the building and coordinated with the space planning, reflected ceiling and lighting, and other pertinent elements of the facility.

3.5 Adult Fiction and Genre Books, continued

Technology/Audiovisual/Power/Data: Provide standard, recessed flush floor-mounted or wall-mounted communication and power outlets to support electronic equipment located here, or to support future equipment moved here from another part of the library. Equip reader tables with power and data outlets for laptop computer use. Provide electrical and data drops at each lounge seat for laptop access.

This space should be within the facility's wireless network connectivity zone. Provide ceiling-mounted wireless LAN (WLAN) dual band (802.11a/802.11g) access point(s) with integrated Virtual Private Network (VPN) firewall to support the use of wireless computing devices, e.g., laptop computers. Associated power will be required for each access point consisting of one duplex power receptacle for each access point.

Technology equipment in this area will include: public access computer workstations (stand-up), including CPU vertically mounted beneath work surface, monitor, keyboard, mouse, and printers; and a wireless LAN (WLAN) dual band access point (10/100 Mbps).

Visual Supervision: Keep sight lines into this space open from the main circulation path to deter inappropriate behavior.

Components:

	Quantity		SF/Item	SF Needed
seating @ 4-pl tables	8	seats	25	200
seating, lounge chairs	2	seats	35	70
shelving, 90" sh for genre	14.6	sections	10.3	150
shelving, 90" sh for fiction	31.6	sections	10.3	326
shelving, 90" sh for large print – 5 shelves/section	6.3	sections	10.3	64
shelving, 66" sh with built-in spinners for pbks	18.1	sections	10.3	186
computers, stand-up workstations	2	wkstns	16	32
printers @ each workstation	2	prtrs	0	0
wireless LAN (WLAN) dual band access point (10/100 Mbps), 1.2" x 7.5" x 5.1"	1	unit	0	0
Total				1,028

3.6 Adult Nonfiction Books

1,066 sq. ft.

This area will house the largest single part of the collection – nonfiction books for adults – on 90" high shelving. Seating at 4-place tables and at lounge chairs will also be available here, as well as two stand-up computer workstations. This area will also be used by teenagers as a major source of information for school research. Excellent lighting, visibility into the area, and a quiet environment are important.

Slat-wall stack end panels will be used to display titles from the collection. Adjacency to both the adult fiction book collection and to the Spanish language collection is needed as well as some proximity to the Information Desk.

Occupancy: 16 – 30

Seating: Two 4-place tables
Two lounge chairs

Adjacencies: 3.3 Reference Collection
3.5 Adult Fiction and Genre Books
3.11 Young Adult Area

Secondary Spatial Relationships:

3.2 Information Desk
3.7 Quiet Area
3.8 Community Living Room/Magazines and Newspapers

Collections: This area will house the largest single part of the collection – nonfiction books for adults – on 90" high shelving. This area will also be used by middle and high school students as a major source of information for school research

Numbers of volumes below reflect total number of volumes to be shelved at one time and total collection size.

The shelving here needs to accommodate:

- 11,815 (75% of 15,753) volumes of adult nonfiction on 90" shelving, 33% on 6 shelves per section and 67% on 7 shelves per section, 74 sections (assumes 8 volumes per linear foot)

Acoustics: Locate book stacks to buffer reader seating from noisy areas. Wall, ceiling and floor surfaces should be absorptive, including carpet, acoustical wall panels and ceiling tile.

Environmental Conditions: Specify temperature controls in the range of 68° to 72° F for heating and 73° to 77° F for air-conditioning.

Flexibility/Expandability: This collection will be developed over time to meet expanding student and adult reading needs. Consider additional shelving here, if possible.

3.6 Adult Nonfiction Books, continued

Fenestration: Ensure that direct sunlight does not come into contact with library materials, display areas, or seating areas. Consider ultraviolet filter treatments on windows in areas that house library materials. Locate book stacks so that direct sunlight does not fall on the shelves. Avoid glare on computer monitors from exterior windows or interior lighting.

Finishes: High quality, commercial grade, anti-static nylon carpet with a low, narrow loop or carpet tiles, for low maintenance, with a life expectancy of a minimum of 20 years is required in this area. Use high quality, standard color paint from a major manufacturer.

Disabled Access: Meet or exceed Americans with Disabilities Act (ADA) guidelines. Interpret these guidelines broadly, with the understanding that many people with temporary disabilities will use the library as will many people with physical limitations who do not consider themselves disabled. Entryway widths, pathway slopes, door hardware, audible and visual emergency alarms, seating, shelving heights, aisle widths and all other physical elements within the facility must be ADA compliant.

Use slanted shelves at two lowest shelf heights. Avoid use of lowest and highest shelves to the extent possible.

Lighting: Shelving: Provide 6 foot-candles at a height of 12" and 35 foot-candles maximum, measured vertically at any height to achieve an approximate 6-to-1 maximum-to-minimum ratio across the book stack face. Lighting over stacks may be placed parallel or perpendicular to the stacks as long as the required lighting level is achieved. It is crucial that sufficient lighting reach the bottom shelf of each book stack.

Reading Area: 30 – 40 foot-candles average, measured horizontally at desktop, augmented by task lighting where appropriate, to increase levels to 50 foot-candles.

Security: Orient shelving and other elements in this space to avoid blind spots and promote visibility to minimize potential for vandalism and mutilation of library materials.

Signage: Signs in this space must be part of the library's signage and wayfinding system in use throughout the facility. A major directional and identification sign is needed here, highly visible from the direction of most frequent approach, at least 8' clear from the bottom edge of the sign to the floor and vandal-resistant. The sign must be large enough to be read from the entrance to the library's public space, integrated into the interior design of the building and coordinated with the space planning, reflected ceiling and lighting, and other pertinent elements of the facility.

Technology/Audiovisual/Power/Data: Provide standard, recessed flush floor-mounted or wall-mounted communication and power outlets to support electronic equipment located here, or to support future equipment moved here from another part of the library.

If task lighting is used at reader tables, ensure that flush floor-mounted communication and power outlet locations are coordinated with table elements that carry power and data connection to tabletop, to avoid exposed, loose wiring that is unsightly or causes a tripping hazard. Provide electrical and data drops at each lounge seat for laptop access.

This space should be within the facility's wireless network connectivity zone. Provide ceiling-mounted wireless LAN (WLAN) dual band (802.11a/802.11g) access point(s) with integrated Virtual Private Network (VPN) firewall to support the use of wireless computing devices, e.g., laptop computers. Associated power will be required for each access point consisting of one duplex power receptacle for each access point.

3.6 Adult Nonfiction Books, continued

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Technology equipment in this area will include:

Public access computer workstations (stand-up), each including CPU vertically mounted beneath work surface, monitor, keyboard, mouse and printer.

Wireless LAN (WLAN) dual band access point (10/100 Mbps).

Visual Supervision: Keep sight lines into this space open from the main circulation path to deter inappropriate behavior.

Components:

	Quantity		SF/Item	SF Needed
seating @ 4-pl tables	8	seats	25	200
seating, lounge chairs	2	seats	35	70
shelving, 90" sh for nonfiction	74.2	sections	10.3	764
computers, stand-up workstns	2	wkstns	16	32
printers @ each workstation	2	prtrs	0	0
wireless LAN (WLAN) dual band access point (10/100 Mbps), 1.2" x 7.5" x 5.1"	1	unit	0	0
Total				1,066

3.7 Quiet Area

240 sq. ft.

The library needs an area designated for quiet individual reading and study, with eight 1-place carrels. This area needs to be within view of the Information Desk. It needs to open to the public space rather than be a separate room, but located away from high-traffic areas.

This space needs to be located away from noise-producing areas, to provide a calm sanctuary that encourages quiet reading and reflection. It should be designed as part of a larger “quiet zone” within the general public space, incorporating also the Community Living Room and at least part of the Adult Nonfiction Collection.

Occupancy: 1 - 8

Seating: Eight 1-place carrels

Sight lines from: 3.2 Information Desk

Secondary Spatial Relationships:

3.6 Adult Nonfiction Books

3.8 Community Living Room/Magazines and Newspapers

Collections: None

Acoustics: Like the Community Living Room, this area will provide a quiet sanctuary for quiet reading and reflection. The acoustical absorptive effectiveness of finishes in this area is particularly crucial. Wall, ceiling and floor surfaces should be absorptive, including carpet, acoustical wall panels and ceiling tile.

Environmental Conditions: Specify temperature controls in the range of 68° to 72° F for heating and 73° to 77° F for air-conditioning.

Flexibility/Expandability: This is intended as a separate seating area within the open access public space, with the possibility to increase or decrease the number of seats designated as quiet reading, as needed, once the building is open. The area should not be enclosed for this reason.

Fenestration: Ensure that direct sunlight does not come into contact with library materials, display areas, or seating areas. Consider ultraviolet filter treatments on windows in areas that house library materials. Locate book stacks so that direct sunlight does not fall on the shelves.

Finishes: High quality, commercial grade, anti-static nylon carpet with a low, narrow loop or carpet tiles, for low maintenance, with a life expectancy of a minimum of 20 years is required in this area. Use high quality, standard color paint from a major manufacturer.

Disabled Access: Meet or exceed Americans with Disabilities Act (ADA) guidelines. Interpret these guidelines broadly, with the understanding that many people with temporary disabilities will use the library as will many people with physical limitations who do not consider themselves disabled. Entryway widths, pathway slopes, door hardware, audible and visual emergency alarms, seating, shelving heights, aisle widths and all other physical elements within the facility must be ADA compliant.

3.7 Quiet Area, continued

Lighting: Reading Area: 30 – 40 foot-candles average, measured horizontally at desktop, augmented by task lighting where appropriate, to increase levels to 50 foot-candles.

Security: N/A

Signage: Signs in this space must be part of the library's signage and wayfinding system in use throughout the facility.

Technology/Audiovisual/Power/Data: Provide standard, recessed flush floor-mounted or wall-mounted communication and power outlets to support electronic equipment located here, or to support future equipment moved here from another part of the library.

If task lighting is used at the carrels, ensure that flush floor-mounted communication and power outlet locations are coordinated with carrel elements that carry power and data connection to work surface, to avoid exposed, loose wiring that is unsightly or causes a tripping hazard. This space should be within the facility's wireless network connectivity zone. Provide one laptop computer power connection at each carrel.

Visual Supervision: Keep sight lines into this space open from the main circulation path to deter inappropriate behavior.

Components:

	Quantity		SF/Item	SF Needed
seating @ 1-pl carrels	8	seats	30	240
Total				240

3.8 Community Living Room/Magazines and Newspapers

381 sq. ft.

This area is meant to be a comfortable space for quiet conversations and casual reading. Current issues of the library's magazines for adults will be displayed here on slanted browsing shelves as will current and back issues of newspapers. Customers will also find magazine back issues here, shelved on standard shelving units.

Lounge chair seating with small occasional tables and reading lamps will make this an attractive space for comfortable, quiet reading. Particular attention should be paid to this space's acoustics, lighting and general atmosphere. It should be away from the public entrance but easily accessible via the main path of travel through the building, with views to exterior landscaping. Visibility into the area from the Information Desk is important.

This area, in combination with the Adult Nonfiction Books and the Quiet Area, will be the place designated for quiet, contemplative reading. Though not necessarily physically adjacent, all three areas need to be perceived as sanctuaries from noise and activity.

Occupancy: 1 - 10

Seating: Six lounge chairs
One 4-place table

Adjacencies: Views to exterior landscaping

Sight lines from: 3.2 Information Desk

Secondary Spatial Relationships:

3.6 Adult Nonfiction Books
3.7 Quiet Area

Collections: Current issues of the library's magazines for adults will be displayed here on slanted browsing shelves as will current and back issues of newspapers. Customers will also find magazine back issues here, shelved on standard shelving units.

Numbers of volumes below reflect total number of volumes to be shelved at one time and total collection size.

The shelving here needs to accommodate:

- 72 (100% of 72) titles of adult English language magazines on 72" slanted display shelving, 5 shelves per section, 5 sections (assumes 1 title per linear foot)
- 10 (100% of 10) titles of adult English language newspapers on 72" shelving with plexiglas display inserts, 5 shelves per section, 1 section (assumes .67 title per linear foot)
- 50 (100% of 50) pamphlet boxes of adult English language magazine backfiles on 72" shelving, 6 shelves per section, 1 section (assumes 2.5 pamphlet boxes per linear foot)

3.8 Community Living Room/Magazines and Newspapers, continued

Acoustics: This area is intended to provide a sanctuary for quiet reading and reflection. The acoustical absorptive effectiveness of finishes in this area is particularly crucial. Wall, ceiling and floor surfaces should be absorptive, including carpet, acoustical wall panels and ceiling tile.

Environmental Conditions: Specify temperature controls in the range of 68° to 72° F for heating and 73° to 77° F for air-conditioning. If this space is located directly adjacent to exterior windows, ensure that the space is shielded from direct sunlight.

Flexibility/Expandability: This collection is not expected to grow over time.

Fenestration: This space is intended to promote quiet reading and reflection. Visual access to exterior landscaping will enhance this goal. Ensure that direct sunlight does not come into contact with library materials, display areas, or seating areas. Consider ultraviolet filter treatments on windows in areas that house library materials. Locate book stacks so that direct sunlight does not fall on the shelves.

Finishes: High quality, commercial grade, anti-static nylon carpet with a low, narrow loop or carpet tiles, for low maintenance, with a life expectancy of a minimum of 20 years is required in this area. Use high quality, standard color paint from a major manufacturer.

Disabled Access: Meet or exceed Americans with Disabilities Act (ADA) guidelines. Interpret these guidelines broadly, with the understanding that many people with temporary disabilities will use the library as will many people with physical limitations who do not consider themselves disabled. Entryway widths, pathway slopes, door hardware, audible and visual emergency alarms, seating, shelving heights, aisle widths and all other physical elements within the facility must be ADA compliant.

Use slanted shelves at two lowest shelf heights. Avoid use of lowest and highest shelves to the extent possible.

Lighting: Shelving: Provide 6 foot-candles at a height of 12" and 35 foot-candles maximum, measured vertically at any height to achieve an approximate 6-to-1 maximum-to-minimum ratio across the book stack face. Lighting over stacks may be placed parallel or perpendicular to the stacks as long as the required lighting level is achieved. It is crucial that sufficient lighting reach the bottom shelf of each book stack.

Reading Area: 30 – 40 foot-candles average, measured horizontally at desktop, augmented by task lighting where appropriate, to increase levels to 50 foot-candles.

Security: Keep sight lines into this space open from the main circulation path to deter inappropriate behavior.

Signage: Signs in this space must be part of the library's signage and wayfinding system in use throughout the facility. A major directional and identification sign is needed here, highly visible from the direction of most frequent approach, at least 8' clear from the bottom edge of the sign to the floor and vandal-resistant. The sign must be large enough to be read from the entrance to the library's public space, integrated into

3.8 Community Living Room/Magazines and Newspapers, continued

the interior design of the building and coordinated with the space planning, reflected ceiling and lighting, and other pertinent elements of the facility.

Technology/Audiovisual/Power/Data: Provide standard, recessed flush floor-mounted or wall-mounted communication and power outlets to support electronic equipment located here, or to support future equipment moved here from another part of the library.

If task lighting is used at reader tables or occasional tables, ensure that flush floor-mounted communication and power outlet locations are coordinated with table elements that carry power and data connection to tabletop, to avoid exposed, loose wiring that is unsightly or causes a tripping hazard. This space should be within the facility's wireless network connectivity zone. Provide electrical and data drops at each seat for laptop access.

Visual Supervision: Keep sight lines into this space open from the main circulation path to deter inappropriate behavior. Visibility into the area from the Information Desk is important.

Components:

	Quantity		SF/Item	SF Needed
seating, lounge chairs, with 2 small end tables and reading lamps	6	seats	35	210
seating @ 4-pl tables	4	seats	25	100
shelving, 72" slanted for magazine display	4.8	sections	10.3	50
shelving, 72" for magazine backfiles	1.1	sections	10.3	11
shelving, 72" w plexi inserts for nsp display and backfiles	1	section	10.3	10
Total				381

3.9 Audiovisual Media for Adults

162 sq. ft.

Lawndale residents value audio and video materials and will make this part of the library a popular destination, using the compact discs, videos, DVDs and other items they find here for recreation, for commuter listening and for study and learning. The library intends to expand its audiovisual media collection significantly, which will make this one of the busiest areas of the library. It will contain audiovisual materials targeted toward adults and teens: music on compact discs, audiobooks, CDs and MP3, CD-ROM software, videos and DVDs. Audiovisual media for children will be found in the Children's Services Area and audiovisual materials in other languages will be found in the Spanish/ International Languages Collection.

These high-demand collections will make this a bustling area. It needs wide aisles and visibility from the public entrance. This space and the new books browsing area will form two of the most heavily used sections of the library. The audiovisual collections will be placed on 66" high shelves to facilitate browsing. The shelving here will also be flexible to accommodate new formats that may be added in future years. This area needs to be placed far from quiet study or reading areas.

Occupancy: 12 - 25

Adjacencies: 3.1 New and Popular Books Browsing

Sight lines from: 1.1 Public Entrance/Lobby
2.1 Self Checkout and Reserves
3.2 Information Desk
Main path of travel from entrance

Secondary Spatial Relationships:

3.10 Adult Spanish/International Languages Collection

Collections: This collection will contain audiovisual materials targeted toward adults and teens: music on compact discs, audiobooks, CDs and MP3, CD-ROM software, videos and DVDs. Audiovisual media for children will be found in the Children's Services Area, and audiovisual materials in other languages will be found in the Spanish/ International Languages Collection. The audiovisual collections will be placed on 66" high shelves to facilitate browsing. The shelving here will also be flexible to accommodate new formats that may be added in future years.

Numbers of volumes below reflect total number of volumes to be shelved at one time and total collection size.

The shelving here needs to accommodate:

- 735 (50% of 1,469) videos for adults on 66" canted "universal" shelving, 5 shelves per section, 7 sections (assumes 7 items per linear foot)
- 325 (65% of 500) music CDs for adults on 66" AV browsing shelving, 4 shelves per section, 1 section (assumes 20 items per linear foot)
- 325 (65% of 500) audiobooks and books on CD for adults on 66" canted "universal" shelving, 5 shelves per section, 3 sections (assumes 7 items per linear foot)

3.9 Audiovisual Media for Adults, continued

- 700 (50% of 1,400) DVDs for adults on 66" AV browsing shelving, 4 shelves per section, 3 sections (assumes 20 items per linear foot)
- 330 (33% of 1,000) new format AV materials for adults on 66" AV browsing shelving, 4 shelves per section, 2 sections (assumes 20 items per linear foot)

Acoustics: This area will be a popular and sometimes bustling, noisy magnet for individuals and families, sometimes in groups. Wall, ceiling and floor surfaces should be absorptive, including carpet, acoustical wall panels and ceiling tile.

Environmental Conditions: Specify temperature controls in the range of 68° to 72° F for heating and 73° to 77° F for air-conditioning.

Flexibility/Expandability: This collection will increase over time, requiring additional shelving.

Fenestration: Ensure that direct sunlight does not come into contact with library materials, display areas, or seating areas. Consider ultraviolet filter treatments on windows in areas that house library materials. Locate book stacks so that direct sunlight does not fall on the shelves.

Finishes: High quality, commercial grade, anti-static nylon carpet with a low, narrow loop or carpet tiles, for low maintenance, with a life expectancy of a minimum of 20 years is required in this area. Use high quality, standard color paint from a major manufacturer.

Disabled Access: Meet or exceed Americans with Disabilities Act (ADA) guidelines. Interpret these guidelines broadly, with the understanding that many people with temporary disabilities will use the library as will many people with physical limitations who do not consider themselves disabled. Entryway widths, pathway slopes, door hardware, audible and visual emergency alarms, seating, shelving heights, aisle widths and all other physical elements within the facility must be ADA compliant.

Lighting: Shelving: Provide 6 foot-candles at a height of 12" and 35 foot-candles maximum, measured vertically at any height to achieve an approximate 6-to-1 maximum-to-minimum ratio across the book stack face. Lighting over stacks may be placed parallel or perpendicular to the stacks as long as the required lighting level is achieved. It is crucial that sufficient lighting reach the bottom shelf of each book stack.

Security: N/A

Signage: Signs in this space must be part of the library's signage and wayfinding system in use throughout the facility. A major directional and identification sign is needed here, highly visible from the direction of most frequent approach, at least 8' clear from the bottom edge of the sign to the floor and vandal-resistant. The sign must be large enough to be read from the entrance to the library's public space, integrated into the interior design of the building and coordinated with the space planning, reflected ceiling and lighting, and other pertinent elements of the facility.

3.9 Audiovisual Media for Adults, continued

Technology/Audiovisual/Power/Data: Provide standard, recessed flush floor-mounted or wall-mounted communication and power outlets to support electronic equipment located here, or to support future equipment moved here from another part of the library.

Visual Supervision: Orient shelving for optimum sight lines from the Information Desk to enable staff to help customers when needed.

Components:

	Quantity		SF/Item	SF Needed
shelving, 66" for videos	7	sections	10.3	72
shelving, 66" AV browser bins for music CDs	1.4	sections	10.3	14
shelving, 66" for audiobooks and books on CD	3.1	sections	10.3	32
shelving, 66" AV browser bins for DVDs	2.9	sections	10.3	30
shelving, 66" AV browser bins for new and other AV	1.4	sections	10.3	14
Total				162

3.10 Adult Spanish/International Languages Collection

554 sq. ft.

Lawndale residents are 52% Hispanic and 10% Asian. Many community residents speak and read in languages besides English. The library needs a defined area for books, magazines and AV media in these languages to serve these individuals and to reflect and honor the languages they speak. The shelving in this space needs to include both regular and display shelves to make the collections very visible.

Library staff needs to be able to see the area from the Information Desk to offer assistance to new users. Adjacency between this collection and the English language book collections is also needed to serve bilingual customers and English language learners. This area needs to be lively and attractive, with tackable wall surfaces on open wall space for artwork and displays.

Seating in this space will encourage visitors to browse, sit and talk together. Spanish language visitors will also use the audiovisual collections to find recordings and videos for recreation and for English language practice. Physical adjacency is not needed between the two collections, though easy access between the two spaces is needed.

Occupancy: 8 - 20

Seating: One lounge chair
One 4-place table

Adjacencies: 3.5 Adult Fiction and Genre Books
3.6 Adult Nonfiction Books

Sight lines from: 3.2 Information Desk

Secondary Spatial Relationships:

3.9 Audiovisual Media for Adults

Collections: Many community residents are Spanish speakers. The library needs a defined area for books, magazines and AV media in this language to serve these individuals and to reflect and honor the language they speak. The shelving in this space needs to include both regular and display shelves to make the collections very visible.

Numbers of volumes below reflect total number of volumes to be shelved at one time and total collection size.

The shelving here needs to accommodate:

- 6,175 (65% of 9,500) volumes of Spanish/International Languages fiction and nonfiction for adults on 90" shelving, 6 shelves per section, 34 sections (assumes 10 items per linear foot)
- 450 (50% of 900) titles of Spanish/International Languages AV material for adults on 66" AV browsing shelving, 4 shelves per section, 2 sections (assumes 20 items per linear foot)
- 260 (65% of 400) titles of language learning AV material for adults on 66" shelving, 5 shelves per section, 3 sections (assumes 7 items per linear foot)
- 10 (100% of 10) titles of Spanish/International Languages newspapers for adults on 72" slanted display shelving with plexiglas display inserts, 5 shelves per section, 1 section (assumes 0.67 title per linear foot)

3.10 Adult Spanish/International Languages Collection, continued

- 18 (100% of 18) titles of Spanish/International language magazines for adults on 72" slanted display shelving, 4 shelves per section, 1 section (assumes 1 title per linear foot)

Acoustics: Wall, ceiling and floor surfaces should be absorptive, including carpet, acoustical wall panels and ceiling tile.

Environmental Conditions: Specify temperature controls in the range of 68° to 72° F for heating and 73° to 77° F for air-conditioning.

Flexibility/Expandability: Shelving for this collection should be flexible to allow expansion, if needed.

Fenestration: Ensure that direct sunlight does not come into contact with library materials, display areas, or seating areas. Consider ultraviolet filter treatments on windows in areas that house library materials. Locate book stacks so that direct sunlight does not fall on the shelves.

Finishes: High quality, commercial grade, anti-static nylon carpet with a low, narrow loop or carpet tiles, for low maintenance, with a life expectancy of a minimum of 20 years is required in this area. Use high quality, standard color paint from a major manufacturer.

Disabled Access: Meet or exceed Americans with Disabilities Act (ADA) guidelines. Interpret these guidelines broadly, with the understanding that many people with temporary disabilities will use the library as will many people with physical limitations who do not consider themselves disabled. Entryway widths, pathway slopes, door hardware, audible and visual emergency alarms, seating, shelving heights, aisle widths and all other physical elements within the facility must be ADA compliant.

Use slanted shelves at two lowest shelf heights. Avoid use of lowest and highest shelves to the extent possible.

Lighting: Shelving: Provide 6 foot-candles at a height of 12" and 35 foot-candles maximum, measured vertically at any height to achieve an approximate 6-to-1 maximum-to-minimum ratio across the book stack face. Lighting over stacks may be placed parallel or perpendicular to the stacks as long as the required lighting level is achieved. It is crucial that sufficient lighting reach the bottom shelf of each book stack.

Reading Area: 30-40 foot-candles average, measured horizontally at desktop, augmented by task lighting where appropriate, to increase levels to 50 foot-candles.

Security: Orient shelving and other elements in this space to avoid blind spots and promote visibility to minimize potential for vandalism and mutilation of library materials.

Signage: Signs in this space must be part of the library's signage and wayfinding system in use throughout the facility. A major directional and identification sign is needed here, highly visible from the direction of most frequent approach, at least 8' clear from the bottom edge of the sign to the floor and vandal-resistant. The sign must be large enough to be read from the entrance to the library's public space, integrated into the interior design of the building and coordinated with the space planning, reflected ceiling and lighting, and other pertinent elements of the facility.

3.10 Adult Spanish/International Languages Collection, continued

Technology/Audiovisual/Power/Data: Provide standard, recessed flush floor-mounted or wall-mounted communication and power outlets to support electronic equipment located here, or to support future equipment moved here from another part of the library.

If task lighting is used at reader tables or on occasional tables, ensure that flush floor-mounted communication and power outlet locations are coordinated with table elements that carry power and data connection to tabletop, to avoid exposed, loose wiring that is unsightly or causes a tripping hazard. Provide one laptop computer power connection at each reader seat. This space should be within the facility's wireless network connectivity zone.

Visual Supervision: Keep sight lines into this space open from the main circulation path to deter inappropriate behavior.

Components:

	Quantity		SF/ Item	SF Needed
seating, lounge chairs	1	seat	35	35
seating @ 4-pl tables	4	seats	25	100
Shelving, 90" for books	34.3	sections	10.3	355
Shelving, 72" slanted for magazine display	1	section	10.3	10
Shelving, 72" with plexi inserts, for newspapers	1	section	10.3	10
Shelving, 66" AV browsing for recreational AV items	1.9	sections	10.3	19
Shelving, 66" for language learning	2.5	sections	10.3	25
Total				554

3.11 Young Adult Area

438 sq. ft.

Young adults will be one of the library's major clientele groups. Although they will be encouraged to use the entire facility, it will be important to provide a space in which teens feel "at home" in the library. The space should be furnished and equipped creatively, to attract teenagers and provide them with a unique area within the facility.

This space should be designed as an area rather than as a separate room. After school and on the weekend, it will be a lively space with groups of teens chatting and working together. It needs to be within a clear line of sight from the Information Desk to allow staff to monitor activity in this area. The space should be close to the cluster of public computers and needs more proximity to the adult spaces than to the children's spaces.

Paperback and hardback books and current issues of magazines for teens will be shelved here. Comfortable seating is needed, including round 4-place tables and lounge chairs. Some adjacency to the adult nonfiction collection is important since students will need to access this area for many of their school assignments. The group study room will also be a prime, though not exclusive, location in which teens will use the library. Although direct adjacency is not required, proximity between the two spaces will be needed. Two multimedia listening and viewing workstations will be placed here to allow young adults to listen to music or watch video or DVD titles. The library's Career Center will be located adjacent to this space.

The space should be open and accessible, an identifiable space within the open public space rather than a separate room. Wall-mounted display space is needed for posters, artwork and announcements of upcoming events of interest to this age group.

Occupancy: 1 - 15

Seating: Two 4-place tables, round
Two lounge chairs

Adjacencies: 3.4 Computers for Adults
3.6 Adult Nonfiction Books
3.12 Career Center

Sight lines from: 3.2 Information Desk

Secondary Spatial Relationships:
3.13 Group Study Room

Collections: Paperbacks, hardback books, including high school textbooks, and current issues of magazines for teens will be shelved here.

Numbers of volumes below reflect total number of volumes to be shelved at one time and total collection size.

The shelving here needs to accommodate:

- 384 (50% of 768) volumes of paperbacks for teens on 66" built-in spinners, with 6 tiers per spinner, 1 section (assumes 16 volumes per linear foot)

3.11 Young Adult Area, continued

- 670 (67% of 1,000) volumes of hardback fiction for teens on 66" shelving, 5 shelves per section, 5 sections (assumes 10 volumes per linear foot)
- 766 (67% of 1,143) volumes of hardback nonfiction (including textbooks) for teens on 66" shelving, 5 shelves per section, 5 sections (assumes 10 volumes per linear foot)
- 130 (50% of 259) music CDs for teens on 66" AV browsing shelving, 4 shelves per section, 0.5 section (assumes 20 titles per linear foot)
- 12 (100% of 12) titles of magazines for teens on 66" slanted display shelving, 4 shelves per section, 1 section (assumes 1 title per linear foot)

Acoustics: This area will draw numerous teens on a regular basis. Quiet conversations will be allowed, although the staff will encourage loud groups to move into the group study room or to the outdoor plaza at the entry to the building. Wall, ceiling and floor surfaces should be absorptive, including carpet, acoustical wall panels and ceiling tile to give this area an acoustical buffer.

Environmental Conditions: Specify temperature controls in the range of 68° to 72° F for heating and 73° to 77° F for air-conditioning.

Flexibility/Expandability: Allow for flexibility within the space to accommodate unusual seating, shelving, display and other features that will attract teenagers and respond to their needs.

Fenestration: Ensure that direct sunlight does not come into contact with library materials, display areas, or seating areas. Consider ultraviolet filter treatments on windows in areas that house library materials. Locate book stacks so that direct sunlight does not fall on the shelves.

Finishes: High quality, commercial grade, anti-static nylon carpet with a low, narrow loop or carpet tiles, for low maintenance, with a life expectancy of a minimum of 20 years is required in this area. Use high quality, standard color paint from a major manufacturer.

Disabled Access: Meet or exceed Americans with Disabilities Act (ADA) guidelines. Interpret these guidelines broadly, with the understanding that many people with temporary disabilities will use the library as will many people with physical limitations who do not consider themselves disabled. Entryway widths, pathway slopes, door hardware, audible and visual emergency alarms, seating, shelving heights, aisle widths and all other physical elements within the facility must be ADA compliant.

Use slanted shelves at two lowest shelf heights. Avoid use of lowest and highest shelves to the extent possible.

Lighting: Shelving: Provide 6 foot-candles at a height of 12" and 35 foot-candles maximum, measured vertically at any height to achieve an approximate 6-to-1 maximum-to-minimum ratio across the book stack face. Lighting over stacks may be placed parallel or perpendicular to the stacks as long as the required lighting level is achieved. It is crucial that sufficient lighting reach the bottom shelf of each book stack.